

# EAST CENTRAL RAILWAY

Office of the  
Controller of Stores  
Hajipur

## Stores Instruction No.60

### Sub: Signing of Purchase Order.

It has brought to notice that in some purchase section POs are held up for officers' signature. On scrutiny, it is noticed that in some purchase section the purchase officers are signing only 02 copies of the PO, (one Office copy and the other accounts copy) which are sent to account department for vetting and balance P.O. copies are signed when it is returned by the account department duly vetted, the logic in not understood for doing so. This practice should be stopped forthwith. All the P.O. copies must be signed before, it is sent for PO vetting to Account department so that as soon as it is vetted and returned from account department, the supplier and consignee copies are got issued.

All concerned to ensure its compliance.

This issue with the approval of Competent Authority.

(D.K. Sinha)  
AMM/IC

For Controller of Store  
Dated: 25.09.2012

No. SMM/ECR/Stores Instruction

#### Copy to:

1. Secy to COS: For kind information of COS pl.
2. All CMM/ECRly: for kind information please.
3. All Dy CMMs, SMMs AMMs at HQ: for information please.
4. In charge, Purchase section: for information and n/action please.

*Acknowledged*  
P-01 *[Signature]* 25.09.12  
P-02 *[Signature]* 26.09.12  
P-03/18 - *Kanishk*  
P-04/10 *[Signature]* 26/9/12

P-05 - *[Signature]* 26/9/12  
P-06 - *[Signature]* 26.09.12  
P-09 - *[Signature]* 26/9/12  
P-11 *[Signature]* 26/9/12  
P-12 - *[Signature]* 26/9/12

(D.K. Sinha)  
AMM/IC  
For Controller of Store

P-13 - *[Signature]* 26/9  
P-14 *[Signature]* 26/9/12  
P-17 *[Signature]* 26/9/12  
P-19 *[Signature]* 26/9/12  
Local Purchase - *[Signature]* 26/9