

# EAST CENTRAL RAILWAY

Office of the  
Controller of Stores  
Hajipur

## Stores Instruction No.54

**Sub:** Issue of Purchase Order/Supply Order.

Instances has been brought to notice that the signed copy of the supply order has not been received by the R.C. holding firms even after 3 to 4 months, absence of which the inspection of material is not carried out by the inspecting authority (DSG&D). Delayed receipt of signed copy of Supply Order delay the inspection & dispatching of material affecting its availability at the user's end and hence, it becomes necessary that the signed copy of supply order is received by the R.C. holding firms expeditiously, once online supply order is issued. In view of this fact, henceforth, the signed copy of supply orders, once issued on-line, must be sent through registered post to the R.C. holding firms within a week time.

This issue with the approval of Competent Authority.

*[Signature]*  
(D.K. Sinha)  
AMM/IC

For Controller of Store  
Dated: 31.05.2012

No. SMM/ECR/Stores Instruction

Copy to:

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

*[Signature]*  
(D.K. Sinha)  
AMM/IC  
For Controller of Store

*App. ds*  
*[Signature]*  
31/5/2012  
*[Signature]*

*[Signature]*  
31/5/12  
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