

EAST CENTRAL RAILWAY

Office of the
Controller of Stores
Hajipur

116

Stores Instruction No.53

Sub: Liaisoning for chasing of supply from firms of Kolkata area against purchase orders.

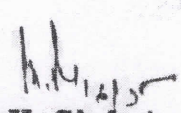
Ref.: COS note no.ECR/SMM/COS/Misc./12 dated 03.05.12.

SMM/ECR/KKK is posted at Kolkata for the work of E.C. Railway. It is decided that all the purchase orders placed in favour of firms situated at Kolkata or nearby areas will be chased for timely & early supply of material by SMM/ECR/KKK.

In order to facilitate, the above, a copy of each purchase order will be sent directly from all purchase sections to SMM/ECR/KKK. He will get the details of PO entered in a register (called chasing register) and will keep close liaison with inspecting authority, supplying firms and depot/consignees in order to ensure that material is supplied expeditiously. He will also send a fortnightly report giving details of chasing done by him indicating firm, item and supply position/present status to Secy to COS for information of HQ officers.

The depot officers of GHZ and SPJ may also take assistance of SMM/ECR/KKK in regard to procurement of small values stock items which are not procured by HQ office stating being of low value and demand are returned to depot officer for arranging procurement on their own and making these items available.

This issue with the approval of Competent Authority.

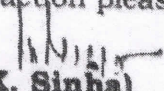

(D.K. Sinha)
AMM/IC

For Controller of Store
Dated: 09.05.2012

No. SMM/ECR/Stores Instruction/11

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. All Dy CMMs, SMMs, AMMs at ECR depot: for information please.
5. SMM/ECR/KKK: for information and n/action please.
6. In charge, Purchase section: for information and n/action please.


(D.K. Sinha)
AMM/IC

For Controller of Store