EAST CENTRAL RAILWAY

Stores Instruction No. 46

Sub: Maintenance of Requisition & Purchase Order Register.

It has been noted that purchase sections are not maintaining requisition register and purchase order register properly. In most of the purchase sections, these are not maintained at all. Stores code Para- S-1307 and S-767 prescribes for the maintenance of requisition register and Purchase Order register in all the purchase sections. These two para clearly indicate the format and the requisite informations to be maintained in these two registers respectively. An extract of the format is enclosed as annexure to this letter.

All the purchase sections are advised to open and maintain the requisition register and purchase order register in their sections separately both for Stock & Non-stock items in the prescribed format.

These two registers will be subject to inspection by the Stores Officials as per extant guidelines by the Railway Board on the subject matter.

This issue with the approval of the Competent Authority.

(D.K. Sinha)
AMM-IC
For Controller of Stores

Copy to:
1. Secy to COS: For kind information of COS.
2. All CMMs
3. All Dy CMMs/SMMs/AMMs at HQ.
4. All Purchase Sections

For Controller of Stores

MiscE

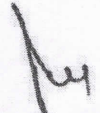# Annexure to Stores Instruction No. 46

Column of purchase order Register vide S.767

(a) Date of receipt
(b) Serial No. of purchase order
(c) Group of Stores
(d) Last date of supply
(e) Receipt Note No. and date
(f) Initial of Clerk concerned and the Gazetted Officer

Column of Requisition register vide S.1307

(1) Receipt Serial Number
(2) Date of requisition
(3) Requisition Number
(4) Indenter
(5) Price list Number
(6) Description of material
(7) Quantity
(8) Movement of requisition with dates
(9) Action taken(issue note reference or details of other action)
(10) Filed On

for Controller of Stores

No. SMM/ECR/Stores Instruction

Distribution: All concerned