

# EAST CENTRAL RAILWAY

Office of the  
Controller of Stores,  
HAJIPUR

Stores Instruction No. 43

Dtd. 10/01/12

SMM/ECR/Stores Instruction


Sub: Rounding off of Earnest Money

Following stores instruction is issued on the above subject matter for compliance by all concerned.

While calculating the Earnest money, it should be rounded off as under:-

01	Amount of Earnest money less than Rs. 1000/-	The Earnest money should be rounded off to the next higher ten rupees (for example Rs. 320/- should be realized if the amount worked out according to the prescribed scales of earnest money is Rs. 311/-)
02	Amount of Earnest money more than Rs. 1000/-	The Earnest money should be rounded off to the next higher hundred rupees. For example Rs. 1,200/- should be realized if the amount worked out according to the prescribed scales of earnest money is Rs. 1,120/-)


This issue with the approval of competent authority.


  
D.K. Sinha  
AMM/IC  
/Controller of Stores


Copy to:-  
Secy. to COS- For Kind information of COS please.

All CMM, Dy.CMM, SMM & AMM at HQ.  
In charge of all purchase section at HQ

Tender Section:- Please ensure the rounding off of EMD amount from next tender notice and also correct the word 'Cost of tender documents' instead of 'tender cost' at the bottom line of tender notice also.

  
D.K. Sinha  
AMM/IC  
/Controller of Stores

  
10.01.12

  
10/01/12