

EAST CENTRAL RAILWAY

53

Office of the
Controller of Stores
Hajipur

No: ECR/SMM/S.Control/Stores Instruction

Dated: 09.09.2011

12

Stores Instruction No. 41

- List of indentable stock items of ECR indicating the schedule of submission of demands for these items at HQs & purchase authority is attached.
- It is noted that stocking depots do not submit demands of these indentable items at COS office in time. This causes delay in preparation of indents and vetting of the same by A/Cs at HQs which ultimately results in delay in coverage of these indents by purchasing authority.
- All concerned should ensure timely submission of demands at HQs processing of the indents by the purchase sections and submission of the same to purchase authority.

This issues with the approval of competent authority.

DA: as above.

[Signature] 12/9/11
(D.K. Sinha)
AMM-IC
for Controller of Stores

Copy to:

1. Secy. to COS: for kind information of COS.
2. Secy. to FA&CAO : for kind information of FA&CAO.
3. All CMMs, Dy.CMMs, SMMs & AMMs at HQs.
4. Dy. FA&CAO/S&W - He is requested to look into the matter so that delay in vetting of indents is avoided.
5. All P. Sections.
6. All Depot officers.
7. All Sr.DFM.

[Signature] 14.9.11