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East Central Railway

Office of the
Controller of Stores
Hajipur

Circular No.: ECR/SMM/Stock Control/Stores instruction

Date : 29.09.2009.

All Concerned

STORES INSTRUCTION NO.-23

Sub : Distribution of N/Stock Demands to Purchase Sections for procurement.

1. As per existing system, NS Requisitions are received at Requisition Registration Section (RRS) at COS office.
2. The concerned in-charge of RRS section gets the NS requisition marked by AMM/IC (officer In-charge of RRS at AMM level) for the concerned section by which the items of the NS requisition will be purchased.
3. Allocation of DS-2 (NS requisition) is made to the purchase section based on the PL Main group mentioned in the requisition.
4. In case the PL main group mentioned in the DS-2/Requisition is not correct, AMM/IC will advise the correct PL main group to be incorporated (duly signed) by the I/O and the same will be allocated to the concerned purchase section.
5. In case of any confusion arising regarding the allocation of sections, AMM/IC will put up the case to DY.CMM in-charge of RRS, whose decision regarding the concerned purchase section will be final.
6. NS demand(DS-2) pertaining to SPJ workshop (Requisition which have been made against the estimate for manufacturer of BOXN HL Wagons/Other sanctioned RSP) falling exclusively under 38 groups will be dealt by P-10 section. For items in general Stores group (70-79 PL Main group) and other items like machinery & Plants, Stationeries, computers & its peripherals, etc will be dealt by the respective purchase sections dealing in these items and not by P-10.

This issues with the approval of COS.

29.09.09
(Mahesh Kumar)
DY.CMM/Elect.

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[Signature]
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