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EAST CENTRAL RAILWAY

Office of the
Controller of Stores
5th & 6th Floor,
Biscomaun Tower,
Patna - 800 001.

No. ECR/SMM/Stock Control/Instruction

Date:- 20/11/08

ALL CONCERNED

STORES INSTRUCTION -19

Sub:- On line placement of supply order against DGS&D R/C.

Ref: Dy Dir. (QA)/Kolkata's letter no. DQA/KOL/CDN/Comp. Trg./07-08 dt. 29.08.08.

Dy Director (QA)/Kolkata's letter under reference is attached herewith wherein it is intimated that S.O.s against DGS&D's R/C should be placed on-line through DGS&D website from 01.10.08 on wards. It has been reiterated that any supply orders which have not been placed online including name S.O. would not be taken into cognizance by DGS&D, CCA and other agencies i.e. DGS&D QA wing would not do any inspection of those supplies, which are offered for inspection based on manual S.O.s.

In views of the above following Stores Instruction are issued:

- The concerned section after drafting the S.O. in view of the decision of the competent authority and making provision of budget (getting it noted in Stores Accounts for stock items) will send the SO to Stock Control section and get the on line SO placed through Stock Control section.
- Staff of stock control will prepare the S.O. on-line and at the time of feeding the data the dealer of the concerned case file will accompany the staff of stock control section.
- The S.O. thereafter generated will be ink-signed by the concerned officer and sent to all concerned. Ink signed S.O.s will be sent only up to 31.12.08 after which S.O.s signed digitally will be accepted.
- Divisional DDOs will also place on line supply order only. In case infrastructural facilities for the same is not available at their end, they may send their demand to the concerned purchase section of COS office. However, this will only be a short time arrangement and they have to arrange for the infrastructural facilities for placement of on line S.O.
- Manual supply orders issued if any after 01.10.08 are to be got cancelled.

Cc: FA&CAO/WST is requested to advise all concerned for necessary action. Copy of the letter under reference above is attached.

20.11.08
(Mahesh Kumar)
Dy CMM-I

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