

No ECR/SMM/Stock Control/Instruction

ALL CONCERNED

STORES INSTRUCTION - 14

Sub:- Supply performance for orders placed against DGS&D Rate Contract

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1. In the consignee copies of S.O.s, it is to be mentioned that supply position of the item is to be sent to purchase office immediately after receipt of supply. If material is not supplied within DP, then intimation to this effect should also be sent after expiry of DP.
2. The format for sending the supply position will be :-

S.O. No.	S.O. Date	Firm's Name & add	SO qty.	Original DP	Extended DP	Qty. supplied (mention date also)		Remarks No loss suffered Etc.
						Within original DP	After original DP	

3. Similar actions to be taken for Pos placed from COS office against Stock & NS demands.
This issues with the approval of COS.

[Signature]
(B. Choudhary)
AMM/C
For Controller of Stores