

(3) (83)

EAST CENTRAL RAILWAY

No. ECR/SMM/Stock Control/Instruction

Office of the
Controller of Stores,
05th & 06th Floor,
Bissomaun Tower,
Patna - 800 001.
Date: - 20/08/2008.

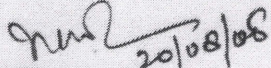
ALL CONCERNED

STORES INSTRUCTION -12

The P.O. copy should be prepared in six copies and Supply order should be prepared in eight copies only and if there is so many consignees, one copy for main consignee may be prepared and for other consignee Xerox copy may be given to them by the concerned purchase section. The distribution P.O./S.O. Copies is as under:-

<u>For Direct P.O.s</u>	<u>For Direct S.O.s against DGS&D RC</u>
1. Office copy 2. Supplier Copy 3. Accounts Copy 4. Inspecting Authority 5. Consignee copy 6. Stock Control Copy	1. Office copy 2. Suppliers copy 3. Accounts copy (02 copies one for COA and other for FA&CAO) 4. Inspecting authority (02 copies) 5. Consignee copy 6. Stock Control copy
Total 06 copies	Total 08 copies

This issues with the approval of COS.


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