

पूर्व मध्य रेल, हाजीपुर  
मालप्रबंधक का कार्यालय

27 AUG 2018

प्राप्ति संख्या

7004

East Central Railway

STORES-INSTRUCTION NO. 90

No. S/ECR/SMM/SC/General Instructions

Dtd. 23.08.2018

Sub: Guidelines for avoiding delays in issuing Receipt Notes.

प्रति

It is a matter of grave concern to note that in almost all depots issue of some Receipt Notes have been inordinately delayed. This matter has been seen seriously by the General Manager. SDGM too has investigated this issue and has raised serious concerns over such delays in granting Receipt Notes. There is no reason why issuing Receipt Notes be delayed once the materials are supplied by the firm. The material should either be accepted if found suitable as per Purchase Order or rejected if not found conforming to the requirements of Purchase Order. All depot officers are advised to take personal interests in ensuring that the Receipt Notes / Rejection Advice are issued immediately after receiving all documents relating to the supply as per Purchase Order. The Stores Code Volume - I para 719, 723 and 729 may be referred to for adhering to the correct code provisions in this regard. The following guidelines to help minimize delays in granting Receipt Notes are being issued:

- For pre-inspected materials issuing Receipt Notes should not take more than 3 working days if all documents are received with the materials and the material is found prima-facie correct as per Purchase order in quality and quantity
- For all cases of a) above, RO should invariably be issued within 3 days maximum.
- If material is to be accepted on Consignee inspection, the request for inspection should be sent to the Consignee within 2 working days of receipt of materials.
- The Consignee should be able to inspect the material within 7 working days and issue inspection certificate within that time. Upon receipt of the same, R-Note as well as R.O should be granted as per timeline stipulated under S.NO. a) and b) above.
- If there is a delay in Consignee's inspection for more than 7 working days, it should be immediately brought to the notice of Controlling Authority of the Consignee by Depot officer in standard format with a copy to the concerned Purchaser Officer to take up the matter with HQ controlling officer in case of delays.
- Depot officers should submit a report of all cases to concerned CMM and PCMM where Consignee's inspection has been delayed for more than 7 working days on 8<sup>th</sup> and 23<sup>rd</sup> of every month (or on next working days if these dates are not working days). This report should also contain report on all Receipt Notes granted and or pending for R.Note to be granted by the depots duly highlighting delays beyond the prescribed standard timeline as stated in these guidelines.

PCMM

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- g) In case of Transit Receipt Notes, after the issue of R.note by the receiving depot, the stocking depot will be reporting the matter of issuing RO against those Receipt Notes
- h) It has been noted by Vigilance with concern that in case of centralized receipt and inspection issuing 4<sup>th</sup> copy of Receipt Note (giving RO no) by stocking depot is taking considerable time even though the receiving depot issues Receipt Note in time in terms of Stores Code Para 729.

Please note that it is Stocking Depot's responsibility to collect the materials from the receiving depot as soon Receipt Note is granted by the Receiving Depot. Depot officer shall monitor all the TR-Note (Transit Receipt Note where receipt is centralized at one depot and stocking is at another depot) cases on daily basis in IMMS & in all such cases, Stocking Depot shall make arrangements to collect the materials from Receiving Depot within not more than 5 working days from the date of issue of Transit Receipt Note by the Receiving Depot and issue RO no immediately (maxm. within 2 working days) once the required checks have been carried out by the Stocking Depot.

- i) Depot officer must not send manually signed copies of system generated digitally signed Receipt Notes to Accounts. It may lead to double payment to the supplier. For detailed guidelines in this regard, copy of letter no. ECR/SMM/CMM-Mech./Misc. dated 21.08.18 of CMM/Mech./ECR to FA&CAO/S&W/ECR enclosed herewith

This issues with the approval of PCMM, ECR, Hajipur.

(D.K. Sinha)  
Secy. to PCMM

Copy for kind information to:

1. Secy. to GM - for kind information of GM/ECR.
2. All PHODs of ECR.
3. CMM/Elect, CMM/Mech. & CMM/Sale/ECR/HJP
4. All Dy. CMM, All SMM & All AMM of ECR/HJP.
5. All Depot & divisional officers of Stores deptt. Of ECR

12/4/2019  
Secy. to PCMM