

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad - 71

सं. No. S.232.Tender & Pur. Procedure

दि Dt. 23.11.2016

OFFICE PROCEDURE ORDER NO. 14/2016

विषय :Sub:- Inclusion of +/- 30% option clause etc in POs.

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In a recent complaint received by Vigilance, Vigilance advised Stores and Depot officials to observe the terms and Conditions of the PO and other relevant guidelines/extant provisions.

While exercising +/- 30% option clause against various POs, the following procedure should invariably be followed.

1.	Whenever Purchase Orders (POs) are issued with $\pm$ 30% Option Clause and the (-) 30% Option Clause is proposed for operation, copy of the correspondence shall also be marked to the consignee to avoid further references and cross-references with the firm by consignee.
2	Briefs Notes may be prepared by Purchase Sections to have first hand information of rates received against recent tenders and LPRs soon after the opening of the Tender (vetting may not be required), to ensure speedy purchase decisions and quicker operation of Qty Option Clause.

This has the approval of the Competent Authority.

(सीएच. रामचंद्र राव Ch.RAMACHANDRA RAO)

उपमसाप्र/जीपी व एस Dy.CMM/GP&S

कृते भंडार नियंत्रक For Controller of Stores

Copy to:-PS to COS for kind information of COS

CMM/G, CMM/E & CMM/M

FA&CAOM&S/SC, FA&CAO/SC, FA&CAO/C/SC, Sr.AFA/SF/SC, Dy.FA&CAOWS/LGD,

WAO/CRS, RYPS, CAO/RJY; Sr.DFM/SC, HYB, BZA, GTL, GNT & NED for kind information.

Dy.CVO/Stores/SC

All Purchase Officers, Depot & Divl. Officers

Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC

Sr.SM/EDP/SC, Principal/STC/SC.

All Section-in-Charges of COS Office