

दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office

भंडार शाखा Stores Branch

रेल निलयम Rail Nilayam

सिकंदराबाद Secunderabad

सं. No: S.348.Vig.Preventive Check/19

Dt: 25 /06/2020.

**All Purchase Officers/Hqrs/Depot/Division.**

**OFFICE PROCEDURE ORDER:14 /2020.**

विषय :Sub: System Improvements are implemented regarding "Delay in Bill payments against Depot/Divisional POs".

संदर्भ :Ref: Dy.CVO/Stores Ir.no.265/PC/2019/06/01842/09/01289  
Dt.22/05/2020.

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Based on check up by Vigilance Department certain deficiencies were noticed. Accordingly the following procedure to be adopted with regard to maintenance of records in respect of bills.

**Bill Payments against Depot/Divisional POs:-**

- 1) An inward Register/Bill Register to be maintained in the following format in purchase section of the depots duly following FIFO method for the bills received by the depots in which Non-stock bill payments are being processed.

S.No	Name of the firm	PO No. & date	PO Qty.	Qty. Supplied	Bill No. & Dt.	Bill Value (in Rs.)	Date of receipt of bill by depot	Date of submission of bills to A/c Dept	Remarks

- 2) Depot officer may periodically review the register and check for outstanding bills pending for long time & take corrective measures.

(Y.PRASAD BABU)

DY.CMM/GPS&IC

For Principal Chief Materials Manager

Copy to:-

PS to PCMM for kind information of PCMM.

CMM/M, CMM/S, & CMM/G.

Dy.CVO/Stores/SC, All Purchase Officers of HQrs,

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