

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad
दि Dt:- 30 /04/2019.

सं.No: S.348.Vig.Preventive Check/19

OFFICE PROCEDURE ORDER NO. 23 /2019

ALL Purchase Officers/Hqrs./Depots/Divisions

विषय :Sub: Issue of Materials on challan basis in depots –reg.

संदर्भ :Ref: Dy.CVO/Stores Lr.No.265/PC/2018/12/01360/S/N/GTL
dt.08/04/2019.

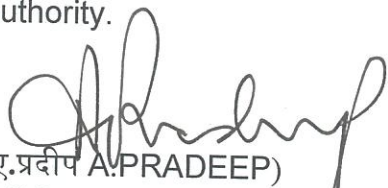
A preventive check was conducted by Vigilance Department. During the check, it was noticed that there is a practice of collecting materials on challan basis from other depots in urgencies, but there was a delay in raising DTFs(Depot Transfer) in iMMS. Till such time the materials are lying unaccounted for long periods and these materials are not appearing in SINT (Stores in Transit) also.

It was also noticed that some issuing Depots are raising DTFs for bulk quantities and issuing only part quantities on challan basis. Therefore until full quantity is received by the needy depot, the material appears in suspense balances of SINT(Stores in Transit) indefinitely.

In view of the above, the following procedure has to be followed:

“When the materials are issued on DTF basis, the Issuing Depot should make DTF issue voucher in iMMS for only that quantity which have actually been issued. Correspondingly the receiving depot shall immediately acknowledge receipt of material against DTF in iMMS”.

This issues with the approval of competent authority.


(ए.प्रदीप A.PRADEEP)
उपमुसाप्र/जीपी व एस Dy.CMM/GP&S
कृते प्रमुख मुख्य सामग्री प्रबंधक
For Principal Chief Materials Manager

Copy to:-

PS to PCMM for kind information of PCMM.
CMM/M & CMM/E

✓ Dy.CVO/Stores/SC, All Purchase Officers of HQrs,
Dy.Ch.Manager/P&S/SC, Dy.CMM/Con/SC.
All Purchase sections.