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South Eastern Railway

Office of the Controller of Stores
11, Garden Reach Road, 5th Floor,
Kolkata - 700 043.

O.O.No.14 SER 28

Dated: 03.09.2014.

04

Sub: Incorporation of proper description while
registering Non-stock requisition.

It has been observed, that while registering Non-stock requisition by non-stock cell of Receipt section, proper & standard description to be applied all requisitions of same item (To be decided by the officer concerned or available against stock item) is not entered in the MMIS. In some cases a very brief description is entered for example "Cable". This incomplete description leads to confusion about the item due to non availability of details and data on purchase of such item cannot be retrieved from MMIS.

It is hereby instructed that Non-Stock cell of receipt section while registering non-stock requisition in MMIS, should enter the proper & standard description of the Non-Stock requisition so that details can be retrieved from MMIS.

At the time of processing the Tender Case a print out from MMIS should be kept in file and officer concerned should check and ensure that proper description has been incorporated in MMIS. The officer concerned should change the description if considered necessary.

Similarly before release of purchase orders a print out from MMIS should be kept in file and officer concerned should check and ensure that all data as per requirement is available in MMIS.

This approval of Competent Authority has issued with the immediately effect.

M. M. M. M.
EA to COS

For Controller of Stores

Dated: 03.09.2014.

04

F/No. S/ADMN(P)/Purchase Policy/SER / 3190

Copy to:-

All Store Officers of HQ

And All Depot/Divn. Officers/SER.