

**OFFICE OF THE PRINCIPAL CHIEF MATERIALS MANAGER
CHITTARANJAN LOCOMOTIVE WORKS
CHITTARANJAN-713331**

No. PCMM/CRJ/Policy

Dated: 28-06-2022

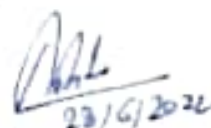
**All Purchase Section in-charges,
CRJ & DKAE Purchase Office.**

**Sub: Abnormal delay in processing of Post Contract
Representations and amendments.**

It has been observed that the representations received from the firms as well as amendments if required in Post Contract cases are being processed by the concerned Purchase Section in-charges after much delay. This is leading to complaints by the vendors to GM and at Railway Board level.

In one of such case, it is noted that the firm submitted their representation for issue of M.A. on 08/02/2022 to change the GST rate against the P.O. issued on 03/01/2022 but it has been put up by the OS of that Purchase Section on 23/06/2022 i.e. after about 4 ½ months delay. Such delay is not acceptable in any circumstances.

It is therefore, instructed to process and put up the Post Contract letters which are marked to the sections within 03 days otherwise the responsibility will be fixed up for such delay. Accordingly, all purchase officers are requested to ensure that this instruction should be followed rigorously.



23/6/2022
PCMM/CLW

Copy to all Purchase Officers/CRJ & DKAE