



OFFICE ORDER

No. HQ/Policy/Misc/22-23

Dt. 19/05/2022

Sub: Processing post contract requests in firm wise separate files

In general, CLW distributes net procurable quantities on multiple firms to ensure timely material availability and continuous locomotive production. For high value purchase cases (HLTC-I & HLTC-II), significant time is taken in post contract activities due to involvement of different authorities across departments. Due to this reason, it is observed that requests from other firms remain pending when a request from one firm is in process in the concerned file.

It is, therefore, advised to open PO wise separate files to process post contract requests against a particular tender (HLTC-I & HLTC-II) to avoid delay, immediately after finalization of tender and also in the existing PO files where action on firm's request is pending and required to process in separate file.

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PCMM