

**INDIAN RAILWAYS**  
**OFFICE OF THE PRINCIPAL CHIEF MATERIALS MANAGER**  
**CHITTARANJAN LOCOMOTIVE WORKS**  
**CHITTARANJAN - 713331.(WEST BENGAL)**

**Office order**

No. Dy CMM/HQ/Policy matters

Dated: 29.02.24

All new tender cases having value up to 50 lakhs (Direct acceptance cases) will be initiated and subsequently dealt through e-office only and no hard file to be made. All notings, TRs, approvals in these cases, will be done through e-office. This order will be effective from 01.03.24 in all units of the Stores department of CLW.

For initiating any new DA case through a hard file, approval of PCMM will be required.

This has the approval of PCMM.

  
29.02.24  
Dy. CMM/HQ

**Copy to :**

- (i) Secy to GM for kind information.
- (ii) PCMM, PCEE, PCME, PFA, PCMO.
- (iii) All Stores officers.

  
29.02.24  
Dy. CMM/HQ