

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No.2008/RS(G)/779/2

New Delhi, dated 11 .09.2012

The General Manager, All Indian Railways & PUs including NF(C).  
The General Manager, CORE, Allahabad.  
The General Manager, Metro Railway, Kolkata.  
The Director General, RDSO, Lucknow & Railway Staff College, Vadodara.  
CAO/Workshop Projects organization, 1<sup>st</sup> Floor, Chamber Bhawan, JC  
Road, Patna-800001.  
CAO/DMW, Patiala and COFMOW, New Delhi.  
CAO/RCF/RBL, Old TA Building, Kishangang, Delhi,

**Subject:** Placement of contracts.

- Ref:** 1. Director CVC's letter No.008/VGL/083 dated 6.11.2008.  
2. Railway Board's letter No. 2008/RS(G)/779/2 dated 28.04.2008.  
3. Railway Board's letter No. 2008/RS(G)/779/2 dated 08.06.2010.

Board had issued various letters in the past emphasizing the importance and need of timely settlement of tenders. This aspect is being monitored by field units and at the level of Board also.

However, instances have come to the notice of Board where release of formal contract after acceptance by competent authority has taken inordinately long time. This not only may affect the availability of material but also draws a lot of criticism for the organization. Your attention is invited to above referred letters of Board/CVC on the subject. Therefore, it is important that this activity is monitored on a regular basis at an appropriate level. Contracts where vetting is not required must be issued within one week (including weekends). An exception report where contracts could not be placed within 15 days of acceptance must be monitored by SAG level officers (EDs in Board) and exception report of cases where contracts could not be placed even after one month of acceptance should be put up to PHOD (Adv./AM in Board).

Finance has a big role to play in timely release of contracts. Hence close co-ordination must be maintained with finance for timely vetting and release of contracts .

  
(M.K. Gupta)  
Director Railway Stores (IC),  
Railway Board

**Copy to:**

1. FA&CAOs, All Indian Railways & Production Units.
2. PCEs, All Indian Railways & Production Units, WPO/Patna, RCF/RBL, COFMOW, DMW
3. CMEs , CEEs, CSTE s , All Indian Railways & Production Unit, WPO/Patna, RCF/RBL.
4. The ADAI(Railways), New Delhi (with 10 spares copies)
5. The Director of Audit, All Indian Railways.

Copy to:

1. The COSs, All Indian Railways & PUs including NF(C).
2. The COS, Metro Railway, Kolkata.
3. The COS, COFMOW, New Delhi.
4. The COS, CORE, Allahabad.
5. CMM/RCF/RBL, Kishanganj, Delhi,
6. COS, Workshops Project Organisation, Patna
7. The Directors-
  - a. Indian Railway Institute of Sig. Engg. & Telecom, Secunderabad.
  - b. Indian Railway Institute of Mech. & Elec. Engg., Jamalpur.
  - c. Indian Railway Institute of Elect. Engg., Nasik.
  - d. Sr.Prof. (Material Management), Railway Staff College, Vadodara.
  - e. Indian Railway Institute of Civil Engg., Pune.
  - f. Indian Railway Institute of Logistics & Materials Management, IDA House, Sector IV, R.K.Puram, New Delhi
8. Director, Iron & Steel, 3, Koila Ghat Street, Kolkata.
9. Executive Director (Stores), RDSO, Manak Nagar, Lucknow.

  
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(M.K. Gupta)  
Director Railway Stores (IC),  
Railway Board

No: 2008/RS(G)/779/2

New Delhi, dated: 11 .09.2012

Copy to:-

1. The General Secretary, AIRF, 4 State Entry Road, New Delhi.
2. The General Secretary, NFIR, 3 Chelmsford Road, New Delhi.
3. The Secretary General, IRPOF, Room No. 268, Rail Bhavan, New Delhi.
4. The Secretary General, FROA, Room No.256-D, Rail Bhavan, New Delhi.
5. The Secretary General, AIRPFA, Room No.256-D, Rail Bhavan, New Delhi.

Copy to : PSO/Sr. PPSs/PPs/PS to:-

- (i) MR, MOS(R)(B), MOS@M)
- (ii) CRB, FC, ME, ML, MM, MS, MT, Secy., DG(RHS), DG(RPF)
- (iii) All AMs and Advisers of Railway Board
- (iv) All Executive Directors of Railway Board
- (v) All Directors of Electrical, Engineering, Finance, Mechanical, Stores, Signal & Telecom Dte. &
- (vi) All Branches of Electrical, Engineering, Finance, Mechanical, Stores, Signal & Telecom Dte.

  
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