

CENTRAL RAILWAY



CSTE(C)'s Office  
Mumbai CSMT

No. S12/Genl/Vigilance/Corres.

Date. 12.05.2022

Dy.CSTE/C/DR, NGP, BSL  
DSTE/C/PUNE, ASTE/C/SUR

**Sub:** - System Improvement in S&T works: Procedure Order for recording Make, Model nos. & Serial nos. of materials supplied by contractors in Delivery Challan, Ledger and Consignee Inspection Certificates

**Ref:** - CVO/S&T letter No. G.130/2020/10/01005/V5/V.Con dt. 28.12.2021.

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In one of the preventive checks conducted by Vigilance, the issue of recording Make, Model nos. & Serial nos. of materials supplied by contractors in delivery challan, DTR, ledger and consignee inspection certificates has been pointed out. In this regard following procedure order is issued:

- For electrical and electronic equipment which are having specific Model no. and Serial no., i.e. Modems, Computers/ Servers grade machines, Networking equipment, Exchange equipment, OFC Equipment, 25/5 Watt VHF sets, Timers, power packs, electronic cards, supplied in works contracts with consignee inspection, Make, Model no. & Serial no. of material supplied shall be recorded in delivery challans submitted by the contractor.
- There is no need to mention these Make, Model no. and Serial no. in the DTR, as DTR is a transient register.
- After inspection by the consignee, the Make, Model no. and Serial no. furnished by the contractor in the delivery challans for items as mentioned in para (a) above, shall also be mentioned in or attached with consignee inspection certificates by the consignee.
- While transferring the material entries from the DTR to ledger, for items as mentioned in para (a) above, their Make, Model no. and Serial no. shall also be mentioned in or attached with the ledger.

This issues with the approval of PCSTE and CAO/C.

Copy to:

CAO/C, PCSTE: For kind information

CSTE/C: For information

प्रधान मुख्य सिग्नल एवं दूरसंचार इंजिनियर का कार्यालय  
OFFICE OF THE PRINCIPAL CHIEF SIGNAL & TELECOM ENGINEER  
प्राप्त दिनांक / Received on  
13 MAY 2022  
क्रमांक / SL No..... हस्ताक्षर / Initial.....  
मध्य रेलवे, मुंबई छ.शि.म.ट.  
CENTRAL RAILWAY C.S.M.T.

(Ashwin Shukla)  
CSTE(C) I

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