

A P S R T C

OFFICE OF THE FA & CAO
MSRD : : HYD - 20

No. TA5/56(21)/COS-C-II/87-AD

ACCOUNTS CIRCULAR NO 21/1988-AD DT: 20 AUG 1988

Sub: TRIAL ORDER - Watching the performance of material
procured on Trial Orders - Reg

Of late it is observed that a number of Purchase Orders, proposed for procurement of materials meant for 'Trial' either in small quantities or in bulk quantities, are pre-audited and the materials are supplied to the consumers directly from the Regional Stores without any specific instructions to the consuming units to watch the performance of the spare parts procured on 'Trial Orders' and report the level of performance

As per the instructions laid down in paras 30 & 31 of section 11 of Stores & Purchase Manual 1981, the Controllers of Stores are required to maintain a record of material procured for 'Trial' and get the feed back from the Depot/Depots on the performance of the materials and put-up the same to the provisioning Committee which will review the performance and take further action. (Extracts enclosed).

In view of the above, it has become necessary to verify the implementation of instructions contained in the Stores and Purchase Manual.

Apart from Audit and certification of the trial Purchase Orders, the Regional Dy CAOs are hereby instructed to verify and report on the evaluation of performance of the product with a view to take final decision at the time of bulk procurement.

Please acknowledge receipt.

Sd/- K S KAMESWARA SARAMA
FINANCIAL ADVISOR &
CHIEF ACCOUNTS OFFICER

To
All Regional Dy CAOs
A P S R T C

// Attested //


ACCOUNTS OFFICER (TA)

EXTRACT OF PARA 30 & 31

Para 30 PURCHASE FOR TRIALS OR EXPERIMENTS:

The Stores and Purchase Department, may from time to time, feel the necessity of developing new suppliers in order to avail more competitive rates. Whenever new products are either received or called for by the purchase section or mechanical engineering department, the subject shall be referred to the 'Provisioning Committee' in order to finalise the type of experiment, duration place of experiment and mode of feed-back information. However before referring any particular item to the committee, the department referring the subject shall collect all the information such as Specifications, Price, test reports and any other connected literature with comparison to the original equipment or the item being presently procured.

If the Committee decides in favour of experimentation or of trial, the purchase section shall take further action in procuring the quantities as recommended by the Committee. Further action on bulk Supplies for such materials shall be taken after the recommendations of the committee are received by the Purchase Section.

Para 31

RECORD OF TRIVALS:

The Controller of Stores is responsible for maintaining a record of trials of such stores, which should show the following information.

1. Description of materials
2. Name of Suppliers
3. Special instructions regarding nature of trial and its duration.
4. Date of receipt of materials
5. Name and place of trial.
6. Date on which final orders are received.

The COS should take follow-up action with the WM or Dy CME(QC) Concerned (Secretary-Provisioning committee for trials) until the final results of trials are received and noted in the register.

Sd/- 7-4-88
ACCOUNTS SUPERINTENDENT

// True Copy //

MONEY RECEIPT - (MTD 427-A) (Proposed)

A S R T C

ISSUING DEPOT: _____

CONDUCTOR FOIL

Name of Conductor _____ Staff No. _____

Way Bill No _____ Depot _____

Service _____

Amount in Words _____

Rs. _____

DEPOT CLERK