

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION

Memo.No.D(D)/CE/MM/SE/MMI/EE/S/A3/F.General/D.386/2020, dt 07.11.2020

Sub : Issue of materials from Central Stores/Substores to the section office –
Instructions issued - Reg

With regard to the issue of materials and sending the materials from Central Stores/Substores to the section office, the following instructions are issued.

- The countersign of the concerned Assistant Executive Engineer in the material requisition is dispensed with.
- The Assistant Engineer shall send the requisition through IMS to the CSO/Central stores or DSO/Substores , based on the work orders.
- Once the requisition is raised, the CSO/ DSO shall send the materials to the concerned section office . No staff from O&M office shall be sent to the Stores to collect the materials.
- It is the responsibility of the Chief Stores Officer/DSO to issue and send the materials against each requisition and ensure proper delivery of materials. Necessary transport arrangement is to be made by the concerned CSO/DSO.
- Two stores personnel shall be arranged/deputed for carrying the above work of issuing and sending the materials to the section office. The gate pass with abstract of materials shall henceforth be signed by the stores personnel.
- On receipt of the materials, The Assistant Engineer shall acknowledge the receipt of materials , a provision available in IMS package. Any shortage of materials shall be indicated in the remarks column. It is the responsibility of the CSO/DSO to set right the discrepancies , if any.

- The above procedure may be followed for issuing of materials from Central stores to Sub-stores also. On receipt of requisition from Sub-stores, the CSO concerned should make arrangements to send the materials to Sub-stores . The DSO need not go to Central stores in person for drawal of materials.
- Once the requisition is made , the materials should be sent on the next day itself, without fail.

The Superintending Engineers/EDC's shall ensure that the above instructions are scrupulously followed . This instruction will come into effect from 16.11.2020.

-Sd- 07.11.2020
Dir(Distribution)

To
The Superintending Engineer/All EDC's
The CSO/ DSO/Stores Officer of all EDC's
Copy to The Chief Engineer/Distribution/All regions