

Sub.: Cement block /RMC supplies – mention PO nos on DCs.

Project managers and suppliers of cement blocks are ordering/supplying cement blocks arbitrarily without relation to any particular PO. It is difficult to correlate DCs and bills which leads to delay in payment. Further sites are not able to enter the MRN without identifying the PO no. for a DC. To correct the situation the following shall be strictly implemented.

1. Cement block suppliers must mention PO nos on DCs. Do not unload cement blocks where PO no. is not mentioned on DC.
2. Supply of material shall be as per quantity mentioned in PO. At best upto $\pm 10\%$ supply shall be permitted.
3. In absence of DC suppliers bills shall not be cleared. Advice supplier to keep their copy of DC duly inwarded at site so that bills can be processed where DCs are lost by us.
4. In case of short supply of cement blocks, bills shall not be processed/paid.
5. In case of excess supply payment shall be made only to the extent of quantity mentioned in PO ($\pm 10\%$ shall be permitted).
6. This policy shall apply to all POs issued from 20.01.2014.
7. Bills should be received as per procedure laid down in Internal memo 904/26 – Accounts Division dated 16.12.2013. No payments shall be made for bills received late.

Advice all suppliers about the contents of this internal memo.

Similar policy to be followed in case of RMC. Here supply of material can be $\pm 25\%$ of the PO value. Point nos. 4 & 7 given above shall not be applicable to supply of RMC.

Soham Modi.