

Headquarters Office,  
Baroda House,  
New Delhi.

Dated- 06.08.2015

No. E-123/Sig/G

CSTE/Proj-East,  
Baroda House, NDLS.

CSTE/Proj-West,  
Baroda House, NDLS.

CSTE/Constn.,  
Baroda House, NDLS.

Sr.DSTEs,  
Northern Railway,  
DRM Office,  
DLI, FZR, LKO MB & UMB.

Dy.CSTE/NMO,  
Northern Railway,  
DRM Office, New Delhi

वरि. उप. महा प्रबंधक : .....  
मुख्य सत. अधि./टी : .....  
मुख्य सत. अधि./टी : S&T 05/V-7  
व. सत. अधिकारी/टी : .....  
सहा. सत. अधि./ई : .....  
मुख्य कार्यालय अधि. : .....  
सम्बन्धित लिपिक : Sh. Lokender

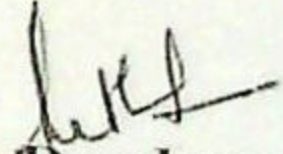
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07/08

### Sub- Systemic Improvement.

During preventive Vigilance checks it has been observed that sometimes the orders placed on firms does not mention complete specifications of items nor other terms and conditions for the given job.

You are advised to ensure that while awarding any work the complete description/technical specifications along with the terms and conditions regarding inspection, payments, warranty, maintenance period etc are mentioned in it. This will help to avoid any contractual dispute and reduce the scope for irregularities.

Please acknowledge receipt of this letter.

  
(Shobhana Bandopadhyaya)  
C.S.T.E./Plg.  
For CSTE

Copy to/- GM/Vig. for kind information in reference to his Letter No. Vig/PC/V7/2015/04/ 0194 dated 29.07.2015.