



भारत सरकार का उपक्रम
(मिनिरल कम्पनी)
बीज भवन, पूसा परिसर
नई दिल्ली- 110012

(Government of India Undertaking)
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No. NSC/MM/Circular/2018-19

01 Dec, 2018

CIRCULAR

Sub: Time Schedule for forwarding of GR Note by the consignee and processing of file at different levels.

In continuation of circular of even reference dated 31/08/2018, it has been noticed that the Goods Received Notes duly completed in all respect are not being received within the time limit i.e. 04 working days from the day of receipt of material at Corporate Office. Due to non receipt of GR Notes, files pertaining to release of payment to the supplier are held up and the payments are not being released to the suppliers in time. Resulting which the participation of the suppliers in the tender either for purchase of Agrochemicals or Certification, Packing & Treatment Material is very poor and very few participates.

Due to non participation of the suppliers, the tenders for purchase of Agrochemicals as well as Certification, Packing and Treatment Material have not been finalized and action for re-tender is also being taken.

In view of above, all concerned are once again requested to follow the time limit mentioned in the circular dated 31/08/2018 referred above especially forwarding of GR Notes from the Area Offices/Regional Offices/Farms. Therefore, all heads of Regional Offices/Farms are also requested to instruct the concerned official to forward the GR notes duly completed in all respect to Corporate Office as per time limit mentioned in Circular dated 31/08/18 without fail. Further, all heads of Regional Office/Farm are also requested to monitor the above matter personally. Copy of circular dated 31/08/2018 is once again enclosed for ready reference.

This is for strict compliance by all concerned.

This issues with the approval of competent authority.


(Sheelendra Kumar)

Dy. General Manager (MM)

Encl: As stated

Distribution:

1. All Heads of Department.
2. Sr. GM (F&A).
3. All Regional Managers.
4. All Heads of Farm.

Copy to:

5. PS to CMD, for kind information of CMD.
6. PS to Dir (Fin), for kind information of Dir (Fin).