

No.S/702/Gen Corr
Office of the PCDA (BR)
Seema Sadak Bhawan
Ring Road, Naraina
Delhi Cantt – 10
Dated 06 .07.2015

To

The Officer-In-Charge
AO (P)/ TF

Sub: Non Receipt of Specimen Signature.

During scrutiny of contractor's bill on account of CAT 'A' Procurement it has been observed that most of the sub offices have been verifying CRV in a casual manner and not adhering basic requirement of verification of CRV such as

1. CRV's not having the consecutive Serial Number.
2. Register page numbers do not clearly mentioned on the CRV under which the item stores have been taken on ledger charge at different pages.
3. Rubber stamp having details of dealing officers/staff carrying out verification of CRV does not appear to have been affixed.
4. Please ensure to forward the specimen signature of officers and staff posted in AO(P)/TF offices. All the officer-in-charge of AO (P)/TF are request to bring the specimen signature of all the officers and staff posted in their offices and hand over the same to officer-in-charge of Store Section while coming on CTC meeting.


ACDA (STORE)