

**EASTERN RAILWAY
(CONSTRUCTION DEPARTMENT)**

No. CAO/Con/WT/ circular

Date: 12th October, 2012

To


Dy.CE/CON/HWH-I/II/III/IV, SDAH-I/II/III/IB, ASN-I/II/III, BGP/JMP/MLDT.
Dy.CSTE/C/HQ, MLDT, HWH, SDAH, DSTE/C/ASN
Dy.CEE/C/HQ, SDAH, HWH, BGP

Sub: **Procedure for the termination of contracts**

Following instructions are being issued for your information and necessary action please.

- (1.0). As per item No. 19 of SOP-Part-A (works matter), termination of contract require finance concurrence and legal vetting. As per practice Finance concurrence and legal vetting is being obtained for issuing of 48 hours notice. In this process , it is seen that the finance and legal vetting of the 48 hrs notice for the termination of the contract is taking too much time .So, to avoid delay it is decided that nominated officer from each executive Deptt (Engg - DEN/C/PRD, S&T- SSTE/C/D&D/I, Elect-DYCEE/C/SDAH) will coordinate personally with the SrAFA/CON/FIN-I and also with LO/CON/HQ .
Both finance vetting and legal vetting are to be completed in two days(i.e one working day for each vetting).
Further the nominated officer from respective executive Deptt (Engg- DyCE/CON/PRD, S&T -DYCSTE/C/HQ, Elect-DYCEE/C/SDAH) will ensure that approval of the tender accepting authority (TAA) of the 48 hrs notice is taken timely to ensure the timely issue of the 48 hrs notice by the field unit.
- (1.1) The final termination letter should be issued after the approval of TAA. The nominated officer from respective executive Deptt (Engg- DyCE/CON/PRD, S&T -DYCSTE/C/HQ, Elect-DYCEE/C/SDAH) will coordinate personally for the approval of TAA, for all the tenders where the tender accepting authority is at HQ level . The field DyCE shall ensure that final termination letter is issued timely.

This issues with the approval of CAO/Con.


(Sanjiv Kumar)
Dy.Chief Engineer/Con/PRD
for Chief Admn. Officer/Con

Copy to: -for information and necessary action ---

- CE/C/I,II,III,IV,V,VI & VII
- CSTE/CON, CEE/CON
- FA&CAO/CON, FA & CAO/S&C,FA & CAO/Project
- Dy.CE/C/PLG, Works-I/II
- Secy to CAO/CON/I & II.

Dy.Chief Engineer/Con/PRD