Issue of material from stores:

Issue slips for any kind of material issued from stores shall be signed by an Engineer not below level 2C or 3A authorised in writing by the Project Manager. All the relevant details for issue slips will be checked by such authorised officer who will specify exact location and cost centre where the material is to be used.

Kindly issue necessary instructions to all store keepers at your site giving names of authorised officer. This needs to be done immediately and copies of the communication marked to the undersigned and Mr. Bhanudas Patil.