

Date: 02.01.2018

**Sub: - Flexibility for adding items in LOA cases by the contractor/ subcontractor/ vendor during call registration after the registration of LOA.**

Facility for alerting the place of inspection in a LOA cases has already been provided to the contractor. It has now been decided that to make the online call booking possible without any assistance from call desk, contractor will also be permitted to add new items even after registration of LOA. This will enable the contractor/ subcontractor/ vendor to add the items along with quantity at a later stage as per the requirements of the progress of the contract.

2. In these cases, Delivery period as per conditions of LOA will have to be entered by the contractor. If during the inspection it is found that delivery period is not matching with that shown on the LOA then Inspection Engineer shall cancel the call on chargeable basis. Responsibility to check the DP will before the start of inspection will lie on the Inspection Engineer.

3. These instructions may be given wide circulation to all IEs. Permission to add items by call desk hereby stands withdrawn except with the permission of call marking officer.

**(RITES Ltd.)**