

Most Immediate

No. PV/4108/Vendors Issues  
Date 28.08.2018

**Sub - Meeting with Vendors on monthly basis at Factory Level**

**Ref - 1. Earlier letter of even no. , dated 13.08.2018**

**2.OFB, Kolkata Letter No. 554/5/MoD/MM(P&C), Dated 02.08.2018**

As approved by competent authority, a circular having content of vendors meeting was forwarded to ITC to publish/upload at website of ofbindia.gov.in as well as factory website.

Now it has been decided to include exact date of first aforesaid meeting. Therefore the revised circular as mentioned below may please be published again instead of earlier ciular.

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1. To resolve the issues of vendors, a meeting with Vendors will be held on last Wednesday of every month at 11.00 hrs. in the factory. If there is a holiday on last Wednesday of any month, meeting will be held on next working day at 11.00 hrs.
  2. Vendor can send their issues with full relevant details to The General Manager of this factory and/or email id ocfs.ofb@nic.in, 7 days prior to meeting.
  3. Vendor's Proprietors/Partners/Executives/Employees only are requested to attend the meeting for fruitful discussion and no local representative of Vendor will be allowed to attend this meeting.
  4. The first meeting will be held on 29.08.2018 at 11.00 hrs. in this factory. "

WM/ITC

  
WM/PV