Most Immediate

No. PV/4108/Vendors Issues Date 06-10-2018

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

A circular having content of vendors as mentioned below may please be published at website of ofbindia.gov.in as well as page of factory website.

- 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.
- Vendor can send their issues with full relevant details to The General Manager of this factory and/or email id <u>ocfs.ofb@nic.in</u>, in 7 days prior to meeting.
- 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.
- The meeting for the month of October will be held on 31.10.2018 at 11.00 hrs. in this factory."

WM/PV