

## Request letter from Executive branch to Accounts Office for opening of LC

Office of---  
---Railway

No. \_\_\_\_\_

Dated \_\_\_\_\_

The PFA/ Sr.DFM/ Dy. FA  
HQ/ Division/ Workshop/ Cost

Sub: Opening of LC

Ref: Supply Order/ Contract Agreement No.

\*\*\*

It is requested to open a sight LC against the above referred Order/ Agreement in favour of

\_\_\_\_\_. The details of beneficiary are as under:

- (i) Name of Contractor/Supplier
- (ii) Vendor Code
- (iii) Address
- (iv) Tender No.
- (v) Contract Agreement No.
- (vi) Description of Goods/ Service
- (vii) Value of Contract
- (viii) Stages of payment
- (ix) Expected payment within 6 months (LC Amount)
- (x) Beneficiary bank details:
  - a) Bank name
  - b) Address
  - c) Account No.
  - d) IFSC code

It is certified that the supplier/ contractor has exercised the option of taking payment due against the tender, through LC arrangement in IREPS portal at the time of bidding itself and the option has been flagged in the IREPS. This has the approval of \_\_\_\_\_.

(xi) *Validity / Period for which LC is to be opened.*

(Signature)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

(Official Seal)

*Prem Sagar*  
*Asst. Secy.*

## Annexure-2

LCDA No. (18 DIGIT IPAS GENERATED NO.)

Dated: \_\_\_\_\_

## DOCUMENT OF AUTHORIZATION

Reference: (i) Works Contract/ Supply Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
 (ii) Inland Letter of Credit No. \_\_\_\_\_ Dated \_\_\_\_\_

This document is issued against contract No.----(FROM IREPS)----- dated-----for supply/ work of ---  
 (DESCRIPTION OF GOODS/ WORK FROM IREPS)-----

The beneficiary of the aforementioned Letter of Credit M/s ...(NAME AND VENDOR CODE)...(Vendor Code...as per IRPES...) is entitled to receive payment, aggregating INR...\$\$\$.....(FROM ABSTRACT OF BILL PASSED).. out of a total LC amount of INR...(FROM MASTER TABLE OF LC OPENED)..... against the first/second\* commercial Invoice No.(FROM IPAS) \_\_\_\_\_ dated \_\_\_\_ FROM IPAS \_\_\_\_ for INR(FROM IPAS )----- raised against the above contract from State Bank of India----- (branch-FROM LC MASTER TABLE)---, on the strength of this Certificate.

The details of payments already made to the beneficiary under this Letter of Credit are as follows:

S. No.	Invoice No.	Invoice date	Invoice Amount (INR)	LCDA No.	LCDA date	Amount paid (INR)
Total Paid						

THIS PAYMENT: - \$\$\$ \_\_\_\_\_

LC BALANCE AFTER THIS PAYMENT: \_\_\_\_\_

(Signature of authorised Railway authority)

Name

Designation

Official Seal

*Prem Sagar*

*Delingh*