

EAST CENTRAL RAILWAY

Office of the
Principal Chief Materials Manager
Hajipur, Bihar, 844101

Stores Instruction No: 145 dated 20.11.2025

**All Stores Officers,
E. C. Railway**

Sub: Closing and unification of PL Nos.

It has been observed that many items are stocked under different PL Nos in different depots which causes difficulty at the time of procurement. Further, many non-unified PL Nos have also been adopted by ECR. Also, there are many items which are no longer required but their PL Nos are still being operated which may lead to inadvertent procurement.

In view of the above, following consolidated instruction is being issued:

A. Closing of PL Nos:

1. Items having $AAC + Stock + Dues = 0$ should be closed.
2. Before closing of PL No., stock verification (either accounts or departmental as acceptable by IMMIS) is mandatorily to be done.
3. Before closing of PL No., it should be ensured that the issued materials have been acknowledged by the consignees online. In case acknowledgement is pending, consignee and his/her controlling officer should be advised to acknowledge them immediately. If the materials remain unacknowledged for more than a month, the matter should be investigated by the Depot Officer and appropriate action should be taken.
4. However, many PLs (eg: sleepers etc.) have been opened for purely non-stock items also with Zero AAC with a view to have consolidated history sheet position of covered dues in IMMIS. Such PLs are not required to be closed.

B. Unification of PL Nos.:

1. If an item is stocked under different PL Nos. in different railways, the PL No. which is being operated in majority of the railways should be adopted.
2. If an item was previously stocked under non-unified PL No. and the same has been decided to be stocked under unified PL No., stocking proposal of the same shall be initiated by the Depot Officer only through IMMIS. There is no need for asking Q-Form through UDM from indenters in such cases.

3. After opening of new PLs, the EAR/AAC of old PLs is to be modified as 0.1 immediately or the old PL should be marked with NR Flag or closed when Stock + Dues is Zero. All uncovered dues of old PL should be cancelled and all future POs should be issued against the new PL only. This is to be ensured by both Depot as well as Purchase officers.
4. While opening new PLs, the old non-unified PL should be also mentioned/fed into the system, so that the same appears in History Sheet.

This is issued with the approval of PCMM/ECR/HJP.

**KISHOR
MALAKAR** Digitally signed by
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