

EAST CENTRAL RAILWAY

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

Stores Instruction No: 149 dated 09.01.2026

**All Stores Officers,
All Sr. DSTEs, All Dy. CSTEs
E. C. Railway**

Sub: Provisioning of S&T items for open line, works and construction units

Many S&T items are stock items in ECR and most of the major S&T items have been covered through RgCs. However, it is noted that non-stock requisitions are being submitted for stock items also for the requirements of works and construction units. In order to streamline the system, following instructions are being issued on provisioning of S&T items for open line, works and construction units:

A. Requisitioning of stock items for project/works/construction:

1. Items like LEDs, Relays, Batteries, Point Machine etc are purely stock items of ECR and are available off the shelf in stores depots. The complete list of such items are available in IMMIS/UDM. Such items can be drawn from the nominated Stores Depots by submitting stock requisitions (S-1313) through UDM. While requisitioning the materials for capital/works, the proper Capital Plan Head Allocation as well as Project ID/Work ID (UWID) may be entered in the requisitions generated through UDM so that the debit is booked correctly and automatically against the UWID after issue of materials. For items required for revenue, proper revenue allocation should be mentioned in the requisitions.
2. The division wise nominated Stores Depots are as follows:

Division/Unit	Depot
DDU	DSD/DDU
DHN	DSD/DHN
Other Division and Construction Units	GSD/GHZ

- i. In case the required material is not available in the nominated depot, the same can be collected from other Stores Depots also for which necessary coordination may be done between Sr. DSTE/Dy. CSTE & Sr. DMM.
 - ii. Only the requisite/necessary quantity required for progress of work should be drawn and hoarding of material at the user's end should be avoided. This is necessary as there is limited warranty period for many items and hoarding of materials may lead to expiry of warranty period before use of such materials.
3. In case the material is not available in any Stores Depots in ECR, the same can be drawn from the UDM stock of the other division/consignee and charged to the project/work for which necessary provisions already exist in UDM. The issuing unit/user may replenish their stock when the material is received in the Stores Depots.

4. The stock materials drawn/purchased for PH work may be kept under **Category Code 60** in UDM (please refer Stores Instruction No: 120 dated 09.05.2024 which is available on ECR Stores Website), so that the same can be distinguished from the material required for O/L revenue which is to be kept in UDM under **Category Code 10**.

B. Requisitioning of Non stock items:

1. Items which require installation and commissioning by the firm are purely non-stock item in ECR and many of these items have also been covered through RgC (eg: UFSBI, IPS, HASSDAC, SSDAC etc.) The list of such items covered through RgC is available on ECR Stores Website. Non-stock requisitions are to be submitted to HQ for coverage of these items for different consignees.
2. Many items like 6 Quad cable, 12/6 Core Cable, OFC cable etc. are bulky items and are generally delivered directly at the consignee's end. For coverage of these items also, non-stock requisitions are required to be submitted to HQ. However, to meet small/emergency requirement below 5/10 Kms against any consignee, stock will also be maintained at GSD/GHZ only. These small requirements may be drawn from GSD/GHZ only by placing stock requisitions as per Para A (1) above.

C. Assessment of requirement for purchase of S&T items:

1. In the month of April every year, the stock available in the depot as well as UDM stock available with different consignees may be examined/noted and net requirement for the current year and next year may be assessed jointly by the SAG Officers of S&T Department and Stores Department based on number of projects to be completed/revenue requirement during this period.
2. The EAR/AAC of stock items may be kept as half of the total assessed quantity and procurement may be initiated for full assessed quantity only either through fixed quantity tender or through RgC.

D. Sending Scrap S&T materials to Scrap Depots:

1. GSD/GHZ and GSD/SPJ are having scrap yards. The condemned S&T items may be sent to these depots on DS8/NS-11 vouchers. Whenever trucks go for collection of any new items from these depots, the scrap may be sent to these depots which will decongest the space of the SSE/S&T consignee depots.

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

Digitally signed by
ROHIT KUMAR

Date: 09-01-2026

15:15:42
(Rohit Kumar)

Dy. Chief Materials Manager - I
E. C. Railway, Hajipur

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