

EAST CENTRAL RAILWAY

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

Stores Instruction No: 150 dated 29.01.2026

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

Sub: Handing over/taking over of charge of railway materials/stores on promotion/transfer/superannuation
Ref: Dy. CVO(S)/ECR/HJP's L/No: ECR/Vig/System Improvement/50 dated 12.12.2025 (SIL: 33/2025)

During the investigation of a case pertaining to accountal of released materials from the gauge conversion work, it has been observed by Vigilance Department that the released materials remain unaccounted for over a decade, even after the line became operational. The released materials were not formally handed over to the incumbent by the supervisor who had custody of these materials at the time of his promotion and transfer.

In order to ensure that no re-occurrence of such incidents happen in the future, following procedure is to be followed regarding handing over/taking over of charge of railway materials/stores on promotion/transfer/superannuation:

1. The supervisor/custodian handling railway materials/stores should not be released on promotion/transfer until he/she hands over the charge of material to his/her incumbent/other staff as advised.
2. In case of retirement/superannuation, the supervisor/custodian handling railway materials/stores should hand over the charge of materials at least one month prior to the date of his/her retirement (DOR) and he/she should be relieved from the charge of material at least one month prior to his/her retirement. The process of handing over/taking over charge of material should start three months prior to the date of superannuation/retirement.
3. In special circumstances, for ascertaining the correct stock/accountal of materials, special Departmental/Accounts stock verification be ordered by the depot officer well before the retirement / superannuation / release of a custodian of the stores.
4. Further, as already advised vide Stores Instruction No: 135 dated 21.04.2025, any authority issued in f/o any railway employee for collection of railway materials shall become invalid one month prior to the date of his superannuation/retirement. Therefore, while issuing any material to any employee, the date of retirement (DOR) should be verified.

5. Any deviation to the above procedure shall require the personal approval of PCMM.

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

**KISHOR
MALAKAR** Digitally signed by
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Dy. Chief Materials Manager - III
E. C. Railway, Hajipur

Authority File No: ECR-HQ0STR(ICIT)/0002/2024-O/o Dy.CMM/IV/HQ/ECR-Part(3)
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Dy. CVO(S)/ECR/HJP – for kind information