EAST CENTRAL RAILWAY

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

Stores Instruction No: 153 dated 01.04.2026

All Stores Officers,
E. C. Railway

Sub: Receipt of non-stock materials at Stores Depots
Ref: Railway Board's L/No: 2017/Trans/01/Policy/Stores dated 29.12.2017

****

Railway Board vide letter under reference has emphasized the need of receipt of both stock and non-stock materials at Divisional Stores Depots in order to ensure proper receipt, accountal and distribution of materials to the end-users besides preventing leakages (if any). In accordance with Board's instructions on this matter, following procedure has been decided for receipt and accountal of non-stock materials at Stores Depots:

1. Receipt and accountal of all non-stock materials in the following cases be done by the concerned Stores Depot only (unless the same is exempted under para 2 below):

Consignee	**Depot**
For all the consignees of the shed/workshop	By the attached depot with the shed/ workshop
For the consignees located in same city/nearby areas to start with	By the General Stores Depot (GSD) and Divisional Stores Depot (DSD)
Any other consignees as decided by concerned Sr. DMM/Dy. CMM based on the logistics.	

2. Non-stock materials which are exempted from the receipt at the depots are:

    a. M&P items
    b. Heavy and bulky materials (e.g.: heavy cables, heavy steel items, heavy track items etc.)
    c. Items where installation and commissioning of item is to be done by the supplier

3. It must be clearly mentioned in the non-stock PO that delivery of material is to be done at the depot. Address of the depot as well as the contact information of the DMS/CDMS of the receipt ward should also be given in the PO/contract.

    In cases of GeM contracts, DMS/CDMS of the receipt ward may be selected as the consignee. However, covering PO against the GeM contract should reflect the consignee of the indenting department to facilitate correct accountal of material through UDM.

4. Payment Terms in such cases may be kept as "**100% payment against R/Note**".

5. Procedure of Gate Entry to R/Note generation shall be same as that of stock items detailed vide Stores Instruction No: 147 dated 24.12.2025.

6. After generation of R/Note, material shall be collected by authorized representative of the consignee or dispatched by the depot. Indenting officials shall nominate their representatives for collection of material either with a standing authority letter or on case-to-case basis. Authorization and identity of the representative should be verified by DMS/CDMS at the time of handing over the material. Such authority should contain Name, Designation, Date of Retirement, ID No. etc. Standing authority shall become invalid one month prior to the date of retirement of the nominated staff or when the nominated staff is transferred to other units. After collection of material, RO shall be generated by the consignee through UDM.

7. A manual **Non-Stock RO Pendency Register** (preferably pre-printed) shall be maintained by the depot for all the materials which have been collected by/dispatched to the consignee but RO generation is still pending at UDM. If RO is not done within 03 days of collection of material, the same is to be highlighted to concerned Branch Officer of the consignee.

   The Non-Stock RO Pendency Register shall contain the following columns: Sl. No., PO No. & Date, Firm's Name, Invoice No. & Date, Receipt Date, Receipt Qty, R/Note No. & Date, Collected By, ID/ Authority No. and Date, Date of Collection, Signature of Recipient, RO No. & Date, Remarks.

   This register is to be scrutinized/examined by the Depot Officer on weekly basis, who shall record his/her remarks/orders on pending items.

8. Any exemption from receipt of non-stock materials at the Stores Depot as given in para 1 above shall require approval of the concerned Sr. DMM/Dy. CMM.

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

KISHOR MALAKAR
Digitally signed by KISHOR MALAKAR
Date: 2026.04.01 14:19:54 +05'30'

(Kishor Malakar)
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)
Computer No: 300921

Copy for kind information to: All PHODs
All DRMs
FA&CAO/WST