

Workflow Reform Suggestions in the Stores Department

from
East Central Railway

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It contains various process/workflow reform
suggestions made by East Central Railway with regards
to the working of Stores Department

Item	Problem/Suggestion	Solution/Benefit
Purchase of C2 category items with biannual contract period	There is acute crisis of Junior Scale and Senior Scale officers in all railways. If C2 category items are procured with biannual contract period (CP=2 years), it will reduce approx 1000+ tender cases every year in each railway.	<ol style="list-style-type: none"> 1. This will help in increased availability of small value items and reduce the workload of Junior Scale officers. 2. C2 category are small value items and their contribution to inventory is also very small. Savings will compensate this slight increase in inventory. 3. Reduced workload will ensure better monitoring of other high value items. 4. In ECR, about 1500 cases out of 5000 cases will reduce every year saving about 2 AMM's and 10 staff's work.

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<p>Inter-railway Sale:</p> <p>Removal of the requirement of vetting of sale issue note and witnessing by RPF in case of issue of material to other railways</p>	<p>Currently, different railways are following different practices. In some railways, offline vetting of sale issue note is being done by associate accounts and in some railways it is not being done. In some railways, witnessing is being done by RPF and in some railways, it is not being done. The existing sale process is cumbersome and obsolete in the age of full digitization of stores/accounts activities.</p>	<p>Sale issue note is generated through IMMIS. Its accountal is also done in IMMIS. Therefore, it can be tracked from end to end. Hence, vetting of sale issue note and witnessing by RPF may be done away with. Instead, there should be a report in IMMIS which shows whether accountal of material against sale issue note is done or is pending in other railway. Process should also be simplified.</p>

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<p>Inter-railway Sale:</p> <p>Simplification of placement of PO on other railways in IMMIS for inter-railway sale of material</p>	<p>Currently, approx 15 steps are involved in the process of inter-railway sale which can be curtailed and simplified and brought down to 5 steps by following similar process as DTI/DTR.</p> <p>This complete process requires depot officer's digital signature on many occasions which is counter-productive.</p>	<p>The process should be made as simple as intra-railway depot transfer (DTI/DTR) and renamed as RTI/RTR.</p> <p>Inter Railway PO should not be counted in adequacy as it can be easily converted into stock in very short time.</p>

Item	Problem/Suggestion	Solution/Benefit
<p>Anomaly in process followed by other ministries and railways in GeM procurement process by not involving the dealing assistant.</p>	<ol style="list-style-type: none"> 1. Currently, GeM procurement in railways in 100% officer-based. No involvement of dealer. Either officers are time-pressed by doing mundane jobs in GeM procurement or many are sharing their login credentials which is also not correct. Multi-tasking is also not possible in GeM with single login credential. 2. GeM stipulates Buyer as organization and not as an individual as construed by many in railways while in other ministries it is correctly interpreted. 3. In ECR we have created login credentials of dealers also as a pilot project. The dealers create draft bids and forward to officer for approval and uploading. The bid finalization is done by officers only like in IREPS. 	<p>Login credentials may be created for purchase dealers also. GeM purchases constitute about 80% workload in divisions. Ordering will become fast, officers will be offloaded from mundane work and they will concentrate better on tender decisions rather than typing/selecting routine conditions.</p>

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<p>Delegation of Power of SS TC to AMM in HQ</p>	<p>Even if a single SMM is available in HQ against say a requirement/post of 10 SMMs, the existing AMMs can not be delegated SS TC powers.</p> <p>This is not conducive at present times as in many railways there will be 90% vacancy in SMM after 2-3 months.</p> <p>In service tenders delegation, there is no such restriction.</p>	<p>The restriction should be removed and SS TC powers may be delegated to AMMs atleast upto vacant SMM posts.</p> <p>A condition can be kept that any AMM having atleast 6 months/1 year experience for purchase may be given such powers.</p>

Item	Problem/Suggestion	Solution/Benefit
Exemption from EMD/SD	Recently powers of limited tender has been increased upto Rs 50 lakh. However, limit of EMD/SD is still Rs 25 Lakh. In most railways, depots resort to short-dated OT for even emergent items and waiting for SD for 21 days is counter-productive.	EMD/SD limit may be increased upto Rs 50 Lakh. This will benefit expeditious release of PO.

Item	Problem/Suggestion	Solution/Benefit
Bulk requisition of stock items (S-1313) by the consignees	Consignees require a set of materials (eg: 15-20 items) for a particular job say bogie repair on regular basis at a time. Currently, for each item they have to submit individual S-1313 requisition form which are very time consuming.	There should be an option to submit bulk requisition (for multiple items through a template) in UDM. This will make it easier for regular consignees to submit requisitions.

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<p>Why demand (a simple numerical calculation) from depot is required if the whole process is computerized?</p>	<p>Currently, to generate any kind of demands in IMMIS, it requires digital signature of officers which becomes a major bottleneck in day to day working.</p>	<p>If AAC of any item has been updated, then numerical calculation/demand may be done at HQ itself.</p> <p>As an exception, if AAC is not updated in last 01 year, the same should be done before purchase initiation.</p>

Item	Problem/Suggestion	Solution/Benefit
QR code based material tagging system	<p>There is a practice of attaching tags to materials stocked in Stores Depots for easy identification. Currently, these tags are hand made and are very basic in nature and does not contain much information except PL No and item description.</p>	<p>Once RO is generated by CDMS/Ward, a material tag may be generated in IMMIS itself. It should contain PL No, Description, Category etc. Tag may be colour coded based on the category of item. It may also contain a QR code which shows the current stock/dues/consumption etc from history sheet. It has already been implemented in Stores Depot/BRWD/ECR.</p>

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Assignment of PLs to dealers of a purchase section	Each Stores HQ is responsible for ensuring coverage of minimum 6000-8000 items. For efficient monitoring, it has already been allotted into different purchase sections. Generally, in each purchase section, PLs are sub-divided amongst the dealers of that section. But there is no option to assign PLs to dealers in IMMIS.	Provision can be made in IMMIS to assign a range of PL (38XX to 38YY) to a specific dealer. It will help in ensuring accountability amongst the dealers. Further, performance of the dealer can be directly monitored from IMMIS. Also, pendency of PO, MA etc can also be linked to dealer.

Item	Problem/Suggestion	Solution/Benefit
Simplification of R/Note process and automation of consignee inspection	<p>Currently, following 04 steps are required in the material accountal process:</p> <ol style="list-style-type: none"> 1. DRR 2. ISL 3. R/Note 4. RO <p>DRR is generally done by CDMS/Receipt. RO is generally done by CDMS/Ward. ISL and R/Note is being done by Depot Officer.</p>	<p>CDMS/Receipt may also authorize the ISL and Depot Officer may only authorize the R/Note, thereby removing the bottleneck in material accountal process.</p> <p>Further, there should be an option in IMMIS to send a consignment to concerned SSE for consignee inspection. And SSE and their controlling officer may generate Inspection Certificate in IMMIS itself.</p>

Item	Problem/Suggestion	Solution/Benefit
Digitization of fund certification and maintenance of liability register in UDM	Currently, fund certification and liability register is being maintained manually which lacks proper traceability and accountability and often leads to problem at the time of bill payment.	Fund certification and liability register may be maintained in UDM itself. Upon receipt of BG/RG, Gazetted Officer of User Department and Accounts Department may authorize the opening balance. All NS demands may be booked against such BG/RG through UDM.

Other suggestions:

1. Work-study of IMMIS/IREPS to minimize the number of clicks/steps to do a job: Many clicks/steps can be rationalized and reduced. There should be provision of auto-closure of pending requisitions/demands (particularly stock) after some time.
2. Issue of material to the end-user by the consignee stock holders: Currently, the end user (eg: technician, fitter etc) does not submit any requisition to the consignee stock holder and stock-holder keeps issuing material to the end user without his/her knowledge. There should be a mechanism to map the end user to the stock-holder and to send an SMS whenever the stock-holder issues any material to the end user like currently being done in HMIS.
3. Vendor Rating Implementation: At present there is no system to know whether the firm whom order is being placed is a reliable supplier on overall basis as far as the delivery of the material is concerned. A Grading system may be devised. Instructions on ordering Quantity Correlated to Grading can be issued.

Other suggestions:

4. Calculation of TOR based on stock available with the depot as well as stock available in Category 10 in UDM.
5. Non-consideration of surplus inactive and newly stocked item for calculating adequacy.
6. Simplification of Calculation and Approval of EAR/AAC of items: One of the reasons for high level of inventory and plenty of items getting Surplus / disused is non regular approval of EACs. A system of compulsory annual review of EACs need to be enforced. The existing Forms in iMMS is quite cumbersome and no power is given to Depot officer to enhance EACs of even C Category ites by say 0.5%. These needs corrections and simplification.
7. Norms of Issue of Materials: Weekly/ Monthly/ 3 Monthly.
8. Routing 90% advance Payment of Sleepers through a suspense Accounts.

Other suggestions:

9. Issue of Materials against Capital Allocations with UWID only.
10. Ground rate calculation for rejected materials and waiver powers.
11. iMMS Mobile app on IOS/ ANDROID
12. Shield Criteria amendments.

THANK YOU