

EAST CENTRAL RAILWAY

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

Stores Instruction No: 156 dated 08.06.2026

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

Sub: Proper record keeping of scrap materials in Stores Depots – maintenance of incoming scrap register and lot formation cum lot register

Presently in ECR, scrap depots are functioning in SPJ, HRT and GHZ. During various scrap sale review meetings, it has been felt that there is a need to strengthen the record keeping and traceability of scrap materials received, accumulated and sold through these depots. It has, therefore, been decided that the following manual registers shall be maintained in all scrap depots in addition to the records maintained in IMMIS/IREPS. In view of the above, following consolidated instructions are being issued to be followed by all scrap depots.

1. Incoming Scrap Register:

- a. On the same day of receipt of scrap material, the weighment of material should be done at the weighbridge and proper record should be maintained in the weighment register by the supervisor/custodian of the weighbridge as per Stores Instruction No: 155 dated 03.06.2026.
- b. In addition, this Incoming Scrap Register shall be maintained by the DMS/Scrap who is entrusted with the receipt of scrap material in scrap depot. The format of the register shall be as per **Annexure-156/A** enclosed.
- c. If the Advice Notes of Returned Stores are already received, the same should be entered in the register. If any Advice Note is not received along with the material, the concerned DMS shall follow up with the consignee for online submission of the same so that the entry can be made in this register to ensure proper accountal of the returned stores.
- d. It is to be also ensured that the RO No and Date (Col-11) (also called DS-8 voucher no in IMMIS) are filled up in this register as soon as the Advice Notes are accepted and accounted for by the ward keeper.
- e. This register should be verified by the Depot Officer on fortnightly basis (and counter-signed as a token of inspection) to ensure that all entries have been made and there are no pending/missing receipts. If the Advice Notes details are missing/not available for more than 15 days, Depot Officer shall highlight the matter to the concerned branch officer.

2. Lot Formation Register cum Lot Register:

- a. This register will be maintained by the DMS/Ward who is entrusted with the formation of lot of scrap material in scrap depot. The format of the register shall be as per **Annexure-156/B** enclosed.
- b. After entry in the Incoming Scrap Register and on unloading of scrap material on a designated lot, the Lot Formation Register should be filled up.
- c. A separate page shall be allotted for each temporary lot at a particular location. Materials of the same or similar nature unloaded at that location shall be entered in the same page.
- d. Once sufficient quantity is accumulated for sale, further unloading should be discontinued at that lot and the scrap material should be offered to Auction conducting Officer for sale by allotting a permanent lot no.
- e. After the sale of lot, details such as the date of publishing of lot, auction date, sale date, purchaser's name and other relevant details should be mentioned in the register.
- f. After auction, the stages upto the delivery of the material are fully computerized and hence, there is no need to re-enter the same in the register. Once the lot is fully delivered, the concerned DMS/Ward will enter the last date of delivery of the material. Thereafter, the concerned page should be crossed diagonally and closed with red ink to mark full disposal of the lot.

3. Expedition account of online Advice Note of Returned Stores:

- a. It should be ensured that Advice Note of Returned Stores should be accounted for by granting RO No (also called DS-8 voucher no in IMMIS) within a maximum of 15 days. If the material is not received within 15 days from the date of receipt of such Advice Notes in the depot, the voucher shall be returned back with a suitable remark.
- b. In case of short receipt of material, the actual received quantity should be accepted and accounted for. A suitable remark may be entered in the remark column of such Advice Notes so that the consignee is also informed of the short receipt of material.
- c. In case the incoming material contains NVD items (No Value Disposal items), the same should be deducted from the received quantity and a suitable remark should be made in the such Advice Notes for information of the consignee.
- d. The pending Advice Note of Returned Stores shall be monitored by the Depot Officer on weekly basis in IMMIS to ensure timely disposal of the same.

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

KISHOR
MALAKAR
(Kishor Malakar)

Digitally signed by
KISHOR MALAKAR

Date: 2026.06.08
18:10:12 +05'30'

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

Authority File No: ECR-HQ0STR(Sale)/12/2024-O/o Dy.CMM/II/HQ/ECR
Computer No: 279067

Lot Formation Register cum Lot Register

Temporary Lot No: _____

Location: _____

[illegible]

After the accumulation of sufficient qty, the scrap material is offered for sale in e-auction vide

e-Auction Lot No	:
Lot Qty	:
Auction Date	:
Purchaser's Name	:
Total Sale Value	:
SRO No	:
Last delivery date	:

(Signature of DMS)