

EAST CENTRAL RAILWAY

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

Stores Instruction No: 160 dated 29.07.2026

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

Sub: Rationalization and reorganization of Stores Depots

At present, various categories of stores are being stocked at multiple depots without proper rationalization which leads to duplication of stocking, higher inventory carrying cost, accumulation of inactive and overstock materials, and inefficient utilization of depot infrastructure. It has also affected inventory planning and material management.

With a view towards achieving optimum inventory control, avoiding duplication of stock, improving material availability and ensuring efficient utilization of Stores Depots, it has been decided to rationalize and reorganize the stocking responsibilities of all Stores Depots over East Central Railway.

1. The category-wise and depot-wise stocking responsibilities is being attached herewith as Annexure-I. Each nominated depot shall be the designated stocking depot for the categories of items allotted to it. All future procurement, stocking, receipt and issue of such items shall ordinarily (except in emergencies) be undertaken through the nominated depot only.
2. All Purchase Officers shall ensure that all future procurements are done for the nominated stocking depots only.
3. All Depot Officers shall ensure that stocking is done for only those categories of items for which it is a nominated depot unless otherwise approved by the competent authority. This is particularly to be looked into while undertaking stocking of any new items.
4. Existing stock available at depots may continue to be issued till exhaustion (unless ordered otherwise) and large-scale inter-depot transfer of material be avoided. However, wherever considered necessary, Depot Officers shall identify items lying unused at non-nominated depots and transfer the materials to nominated depot(s) so as to achieve the intended rationalization.

5. Any proposal for stocking an item at a depot other than its designated stocking depot shall require the prior approval of the concerned CMM responsible for that category of items, along with recorded justification.

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

KISHOR
MALAKAR
(Kishor Malakar)
Dy. Chief Materials Manager - II
E. C. Railway, Hajipur

Digitally signed by
KISHOR MALAKAR
Date: 2026.07.29
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Authority File No: ECR-HQ0STR(ICIT)/0002/2024-O/o Dy.CMM/IV/HQ/ECR-Part(3)
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RATIONALIZATION AND REORGANIZATION OF DEPOTS

Depot Code	Short Name of Depot	Full Name of Depot	Item to be stocked
23	DSD/DDU		<ul style="list-style-type: none"> • All S&T items required for DDU division • All Engineering items required for DDU division • All Electrical (General) items required for DDU division • All stationery items required for DDU division (except forms/tickets required for operating/commercial departments)
26	TRSS/PTRU	TRS Stores/ PTRU	<ul style="list-style-type: none"> • All items required for maintenance of HHP and Electric locomotives by Loco Shed/PTRU • All items required for maintenance of wagons by ROH/PTRU (once ROH/PTRU or Smart Shed becomes operational and new stores depot under construction becomes operational)
30	TRSS/GMO	TRS Stores/ GMO	<ul style="list-style-type: none"> • All items required for maintenance of Electric locomotives by Loco Shed/GMO
31	TRSS/DDU	TRS Stores/ DDU	<ul style="list-style-type: none"> • All items required for maintenance of Electric locomotives by Loco Shed/DDU
33	WSD/DDU		<ul style="list-style-type: none"> • All items required for maintenance of wagons in DDU division.
34	GSD/GHZ		<ul style="list-style-type: none"> • All Engineering items required for SEE, SPJ, DNR divisions • All Electrical (TRD) items required for all divisions • All Electrical (General) items required for SEE, SPJ divisions • All S&T items required for SEE, SPJ, DNR divisions • Common use/general nature items (not specific to locomotives) and POL items for Loco Shed/BJU shall be stocked at GSD/GHZ. • GSD/GHZ will not stock any stationery item (requirement of SEE division shall be catered to by GSD/SPJ)
35	MEMU-S/JAJ	MEMU Stores/ JAJ	<ul style="list-style-type: none"> • All items required for maintenance of MEMUs by MEMU Shed/JAJ.
37	CRW/HRT		<ul style="list-style-type: none"> • All items required for HRT workshop • All coaching items required for DDU and DHN division
38	DEMU-S/SEE	DEMU Stores/ SEE	<ul style="list-style-type: none"> • All items required for maintenance of DEMU/MEMUs by DEMU Shed/SEE.

41	DSD/DHN		<ul style="list-style-type: none"> • All S&T items required for DHN division • All Engineering items required for DHN division (for nominated sections) • All Electrical (General) items required for DHN division • All stationery items required for DHN division (except forms/tickets required for operating/commercial departments)
42	DSD/DNR		<ul style="list-style-type: none"> • All coaching items required for DNR division • All Electrical (General) items required for DNR division • All bulky Engineering items required for DNR division which are to be delivered directly to the consignee but accounted for by the depot • All stationery items required for DNR division (except forms/tickets required for operating/commercial departments)
43	WSD/BRWD		<ul style="list-style-type: none"> • All items required for maintenance of wagons in DHN division at present (and in future except PTRU when new PTRU Stores Depot becomes operational) • All Engineering items required for DHN division (for nominated sections)
44	MEMU-S/ GAYA	MEMU Stores /GAYA	<ul style="list-style-type: none"> • All items required for maintenance of MEMUs by MEMU Shed/GAYA
45	TRSS/BJU	TRS Stores/ BJU	<ul style="list-style-type: none"> • All items required for maintenance of Electric locomotives by Loco Shed/BJU. However, common use/general nature items (not specific to locomotives) and POL items shall be stocked at GSD/GHZ.
70	GSD/SPJ		<ul style="list-style-type: none"> • All coaching items required for SPJ, SEE divisions • All wagon items required for SPJ, SEE, DNR divisions and SPJ workshop • All general nature items (for all divisions except if catered through the DSDs of that division) • All Bed-roll/linen items required for all divisions • All stationery items required for SPJ, SEE divisions • All forms/tickets required for operating/commercial departments for all divisions
71	TRSS/SPJ	TRS Stores/ SPJ	<ul style="list-style-type: none"> • All items required for maintenance of ALCO and Electric locomotives by Loco Shed/SPJ. However, common use/general nature items (not specific to locomotives) and POL items shall be stocked at GSD/SPJ.