EAST CENTRAL RAILWAY

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

Stores Instruction No: 161 dated 29.07.2026

All Stores Officers,
E. C. Railway

Sub: Grant of Free Delivery Period (FDP) Extension without Levy of Ground Rent in Exceptional Circumstances for delivery of scrap lots

****

It has been noted that in several cases pertaining to P.Way scrap lots sold on "as is where is" basis, delivery to the scrap purchasers could not be effected for prolonged periods due to stagnated water, standing crops, and other circumstances beyond the control of the purchasers and Railway administration. It has further been observed that, in the absence of a standardized procedure, undue delays and procedural inconsistencies are occurring in handling such cases.

Accordingly, with a view to ensuring uniformity, transparency, accountability, and expeditious disposal of such matters, the following guidelines are hereby issued for strict compliance by all concerned:

1. **Applicability of FDP Extension without Ground Rent**: Cases relating to extension of Free Delivery Period (FDP) without levy of Ground Rent shall be considered only under **exceptional circumstances** where neither the Buyer nor the Railway Administration could reasonably prevent or alter the situation resulting in non-delivery. The reasons should be beyond the control of the parties, and such that physical delivery is practically infeasible.

2. **Preparation of Joint Note**: Delivery of scrap material shall ordinarily be completed within the permissible FDP as stipulated in the Sale Release Order (SRO). However, where delivery cannot be affected or in case of partial delivery due to exceptional circumstances, a Joint Note shall immediately be prepared by the Delivery Witnessing Official nominated for the purpose. The Joint Note shall invariably contain the following details: (i) SRO Number and Date (ii) Name of Purchaser (iii) Lot Number (iv) Date of Auction Sale (v) Sold Quantity (vi) Undelivered Quantity (vii) Detailed reasons for non-feasibility of delivery (viii) Tentative period after which delivery may become feasible etc duly signed and stamped mentioning the name and designation of delivery witnessing official .The Joint Note shall be supported with geo-tagged photographs and/or video evidence clearly depicting the prevailing site conditions

preventing delivery . Such evidence shall be duly authenticated by the Delivery Witnessing Official present at site.

3. **Forwarding and Condonation of Delay for Joint note:** The Joint Note shall be countersigned by the concerned Gazetted Controlling Officer of the Stock Holder and forwarded to the Auction Conducting Officer, i.e. Sr. DMM/Dy. CMM, through e-office receipt. The Joint Note should preferably reach the office of Sr. DMM/Dy. CMM **before expiry of the FDP** stipulated in the SRO through e-office. In cases involving delay of more than 10 days in generation of Joint note and submission to Sr. DMM/Dy. CMM through e-office shall require condonation by ADRM of the concerned division.

4. **Processing in E-Office file**: The office of Sr. DMM/Dy. CMM shall process the proposal in e-file attaching relevant documents like Bid Sheet, SRO, Delivery Programme Communication, Joint Note, purchaser's request, and other connected records. E-office file should have name as per FNS.

5. **Site Verification by Division**: Sr. DMM of the concerned Division shall arrange verification of the facts either personally or through a nominated Officer/Supervisor after physical inspection of the delivery site within next 7 working days or earlier. A signed Site Verification Report, along with photographs and indicative timeline for feasible delivery, shall be placed in the file.

6. **Submission of Proposal to Headquarters**: The Division/Field Unit/Auction Conducting Officer (ACO) shall forward the e-office file with a self-contained proposal, duly recommended by DRM, to Stores HQ for approval of AGM sufficiently in advance.

7. **Examination at Headquarters**: JAG officer (looking after Sales) at HQ shall examine the merits of the proposal and thereafter forward the case to the Sales Section for further processing. The proposal for approval etc shall be processed by HQ in the division's file and sanction shall be obtained in division's file only.

8. **Approval of AGM:** A detailed and self-contained note containing all relevant facts, justification, hyperlinks of documents, photographs, and related records shall be submitted for approval of AGM through the concerned Dy. CMM, CMM, and PCMM**.**

9. **Guard File:** After approval by the competent authority, the complete file shall be downloaded and filed in the Guard file in e-office at HQ. The Subject name of ToC should have DIVN_LOT NO _ Brief Desc _ Date of Auction _ Purchaser Initial.

10. The file shall be returned to Concerned field unit for further action and an action taken report shall be submitted by the field unit for record purpose at HQ.

These instructions shall come into force with immediate effect and shall be complied with meticulously by all concerned officers and officials.

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

KISHOR MALAKAR
Digitally signed by KISHOR MALAKAR
Date: 2026.07.29 11:35:22 +05'30'

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

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

Copy for kind information to: PS to AGM/ ECR (for kind information of AGM/ECR)
All DRMs
All CWMs