EAST CENTRAL RAILWAY

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

Stores Instruction No: 162 dated 17.08.2026

All Stores Officers,
E. C. Railway

Sub: Man Power Planning among different units of Stores Department
Ref: i) GM(P)/HJP's L/No: ECR/HRD/Promotion/41/Ministerial/Stores/Pt-II dated 06.10.2016
ii) GM(P)/HJP's Office Memorandum No: 1050 dated 05.12.2024
iii) GM(P)/HJP's L/No: ECR/HRD/Stores/Estt/Depot dated 16.08.2019
iv) Joint report on the audit of posts circulated vide L/No: E/II/O/Bench Marking dated 14.11.2024
v) GM(P)/HJP's L/No: ECR-HQ0STR(Estt)/35/2024 (C.N-281548) dated 23.08.2024

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1. **Distribution of Posts:**

The BOS in HRMS allocates sanctioned strength for each division/BOS unit as a whole and does not have distribution for different units under for a division. As such the distribution of the same among different units has been done based on workload of the units as on 01.08.2026 with the approval of PCMM/ECR/HJP as per Annexure-I enclosed. The same shall be considered as sanctioned strength of individual stores depots. The same is also available on ECR's website.

However, SrDMMs shall verify the vetted Book of Sanctions (BOS) for their respective division/workshop as a whole. Any discrepancy/anomaly noticed in the BOS of division/workshop as a whole vis-à-vis the sanctioned strength given in Annexure -1 shall be brought to the notice of Secy. to PCMM for necessary examination and correction.

The MOR data on the website for different units may also be checked periodically, and any discrepancies may be brought to the notice of Secy. to PCMM for updation/correction.

2. **Surrender of Posts:**

No post, whether HQ controlled or division controlled, shall be surrendered without obtaining the prior and personal approval of PCMM/ECR/HJP. This is particularly important as the sanctioned strength of the Stores Department is already below the benchmark prescribed by Railway Board as

brought out in the joint report on the audit of posts under ref (iv) enclosed. Any surrender of posts if at all considered will be done by HQ in consultation with PCPO and not by divisions.

3. HQ Control of Group 'C' Cadre (Level-2 to Level-7):

Since the cadres of Jr. Clerk (Level-2) to CDMS/Ch. OS (Level-7) are HQ controlled (ref (i) and (v)), all transfer orders of such categories of employees shall be issued by PCPO office with the approval of PCMM/ECR/HJP.

However, in case any Sr. DMM considers it necessary to temporarily deploy any staff from one unit to another within the same division beyond a month, such proposal may be initiated on e-file and prior approval of HQ/HJP to be obtained before effecting such temporary deployment.

4. Control of (erstwhile) Group 'D' Cadre (Level-1):

The posts of (erstwhile) Group 'D' Cadre (Level-1) shall continue to be division controlled. Accordingly, if any (erstwhile) Group 'D' employee (Level-1) desires to be transferred from one division to another, the concerned employee shall submit an online request for the same through IDRT module of HRMS for consideration.

Alternatively, they can submit an offline application accepting bottom seniority duly forwarded by his/her controlling Sr. DMM/Dy. CMM (minimum JAG officer) to Secy. to PCMM who can as and when required put up the same for approval of PCMM/ECR/HJP and the same shall be intimated by the office of PCPO/ECR/HJP to respective divisions for processing the same through HRMS.

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

DA: i) Annexure-I
ii) Reference (i) to (v)

SUDHANSHU KUMAR
Digitally signed by SUDHANSHU KUMAR
Date: 2026.08.17 14:29:19 +05'30'

(Sudhanshu Kumar)
Secy. to PCMM
E. C. Railway, Hajipur

Authority File No: ECR-HQ0STR(ICIT)/0002/2024-O/o Dy.CMM/IV/HQ/ECR-Part(4)
Computer No: 387084

Copy for kind information to: PCPO/ECR/HJP
All Sr. DPOs

पूर्व मध्य रेल

CAST OF [illegible]

सं. ईएचआर / एचआरडी / पदस्थापन / 41 / रिविजन ऑफ [illegible] भंडार भाग - II

दिनांक 06.10.2014

सेवा में,

वरिष्ठ मंडल कार्मिक अधिकारी / समस्त / हाजीपुर

मंडल रेल प्रबंधक (कार्मिक) / समस्त / मुगलसराय / [illegible] / दानापुर / सोनपुर / समस्तीपुर

वरिष्ठ मंडल सामग्री प्रबंधक / मालदह कोर्ट / डीपो

वरिष्ठ मंडल सामग्री प्रबंधक / डिपो / समस्तीपुर

सहायक कार्मिक अधिकारी / प्लान डिपो / मुगलसराय

सहायक सामग्री प्रबंधक / प्लान डिपो / मुगलसराय

वरिष्ठ सामग्री प्रबंधक / डीआरएम / मुगलसराय

वरिष्ठ सामग्री प्रबंधक / वॉक्स- एन / मुगलसराय

सहायक सामग्री प्रबंधक / गेमू शेड / झाझा

सहायक सामग्री प्रबंधक / डीआरएम / गोमो

सहायक सामग्री प्रबंधक / पतरातु डीपो

सहायक सामग्री प्रबंधक / डीजल शेड / मुगलसराय

सहायक कार्मिक अधिकारी / सी.आर.डब्लू / हरनौत

सहायक कार्मिक अधिकारी / कारखाना एवं भंडार / मुगलसराय / समस्तीपुर ।

विषय : पुनर्संरचना पर भंडार विभाग के लिपिकीय एवं गैर लिपिकीय पदों के पुनर्वितरण की सहमति स्वीकृत कर की स्थिति।

आर.बी.ई. सं0. 102 / 2013 दिनांक 08.10.2013 के तहत भंडार विभाग के लिपिकीय एवं गैर- लिपिकीय पदों पर पुनर्संरचना लागू होने पर मुगलसराय के विभिन्न मंडल एवं यूनिट हेतु लिपिकीय एवं गैर- लिपिकीय पदों का पुनर्वितरण सक्षम प्राधिकारी के अनुमोदन से किया गया है जिसपर मुख्यालय स्तर की सहमति प्राप्त है

S.No	Unit/Div	Sanction Strength after re-distribution of posts on restructuring					
		Ch.OS	OS	Sr.Clerk	Jr. clerk	CDMS	DMS
1	HQ/HJP	17	48	06	03	12	18
2	GSD/GHZ	07	29	05	09	18	17
3	SPJ/Depot	14	41	15	12	20	17
4	TRS/MGS	03	05	02	02	04	05
5	DSL/MGS	01	01	01	01	03	02
6	PD/MGS	00	00	00	00	07	02
7	Box-N/MGS →	01	03	01	01	03	02
8	TRS/Gomo	03	05	02	02	04	05
9	PTRU/Depot	04	08	02	01	04	01
10	JAJ/Depot	01	02	01	01	03	01
11	HRT/Workshop	00	00	00	00	06	03
12	DMM/SEE	00	01	00	01	01	00
13	DMM/SPJ	00	00	00	00	01	00
14	DMM/MGS	00	01	01	00	00	01
15	DMM/DHN	01	00	01	01	00	01
16	DMM/DNR	01	00	00	01	00	01
	Total	53	144	37	35	116	76

कृपया तदनुसार सीओएस, पीसी डीओ एवं अन्य आवश्यक रिकार्डों में आवश्यक सुधार कर लिया जाय ।

6.10.14

(प्रेम कुमार)

वरिष्ठ कार्मिक अधिकारी / ईएचआर

कृते मंडल रेल प्रबंधक (कार्मिक) / हाजीपुर

प्रतिलिपि: सूचनार्थ एवं आवश्यक कार्यवाही हेतु ।

एसएसई / एपीओ

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East Central Railway

Office of the
General Manager(P)
Hajipur

NOTIFICATION

Sub:- Divisionalisation of Stores Depots.

Ref:- O.O. No. Gaz/203/2019 issued vide GM(P)'s docket No.ECR/HRD/Gaz/Stores / 112 / Loose-IV dt 24.05.2019

1. In accordance to above referred O.O. the Sr. DMM's of divisions of ECR will be administrative head of all stores Gaztted/Non-Gazetted staff working in their division.

Accordingly, the Stores working in field units is re-structured as follows:

SN	Division	Depots under the control of Sr. DMMs
(a)	Sonpur	• Stores Depot/GHZ will be Divisional Stores Depot for Sonpur Division. • DEMU Depot/SEE
(b)	Samastipur	• GSD/SPJ will be Divisional Stores Depot for SPJ division • DSL Depot/SPJ
(c)	Danapur	• RNCC Depot • Sr. DMM/DNR will co-ordinate and get Divisional Stores Depot Danapur constructed for which administrative approval has been granted by GM and for which detailed plan is under preparation with Sr. DEN/HQ/DNR • MEMU Depot/JAJ
(d)	Dhanbad	• Divisional Stores Depot, Dhanbad • DSL Depot/Patratu • Sr. DMM will be co-ordinate and get BOBRN Depot/Barwadih constructed for which administrative approval has been granted by GM.
(e)	Mughalsarai/ DDU	• TRS Depot • BOXN Depot • Diesel Depot • Plant Depot

Note: All the officers and staff working in above depots will be accountable to their respective Sr. DMMs.

2. Stores Depot/Harnaut will function independently under the direct control of PCMM.
3. Sr. DMMs, under the overall administrative control of respective DRMs, will ensure proper functioning of Stores activities including procurement, sale, estabilishment etc of Units/Depots under their control. Sr. DMMs will also distribute work load of procurement of various non-stock items among different officers in his divisional juridiction. Sr. DMMs will co-ordinate with in-charge of all Diesel/Electrical Sheds/Workshops etc in their Divisional jrisdiction and ensure smooth supply of materials for various Sheds/Workshops activities. Sr. DMMs will submit PCDO covering all such aspects to PCMMs every month.
4. Sr. DMMs will be empowerd for inter unit/depot transfer of staff working in Division/Stores Depot under their control within the jurisdiction of their respective divisions.
5. (a) The seniority of Non Gaz staff in GP Rs. 4200/level-6 and above will be maintained at HQ
(b) If in jurisdiction of any division there is more than one stores depot then the seniority of staff below in GP-4200(level-6) will be merged and maintained at divisional level.

This has the approval of competent authority.

(Shivani)
Dy. Chief Personnel Officer/HQ
for General Manager(P)
dt. 16.08.2019

No- ECR/HRD/Stores/Estt/Depot

1. PCPO, PFA, PCMM, CPO(Admin).CPO(IR)/ECR/HJP
2. CPO(Con)/MHX/ECR/PATNA
3. DRM/ECR/MGS, DNR, SEE, SPJ, DHN
4. Sr. DPO, Sr. DFM/ECR/MGS.DNR.SEE. SPJ. DHN
5. SPO, Sr. AFA/ECRPD/MGS, WS/SPJ, CRW, HRT
6. APO(MPP)/ECR/JHP

for General Manager(P)

East Central Railway

No.E.11/0/Bench Marking Dated: 14.11.2024

Joint Report on the Audit of Posts above the Sanctioned Strength based on Revised Yardsticks communicated vide Railway Board's letter No.E(MPP)/2023/1/39 dated 13.03.2024 - Stores Department.

In compliance with Railway Board's directive, the Audit of Posts above the Sanctioned strength based on revised yardticks (RBE No.172/2022) was conducted. The details are as follows:

1. Zonal Sanctioned Strength of Stores Department :
2. Manpower requirement as per yardsticks (RBE No.172/2022):

S.No.	Criteria for calculating number of transactions	Transactions from 01.04.2023 to 31.03.2024	Remarks
A	Demand handled (Stock)	19,763	
	Demand handled (Non-Stock)	7,966	
B	Tender issued (IREPS + GeM)	15,296	
C	Purchase Order, indents, MA, CA issued (IREPS + GeM)	13,281	
D	Material DRRs (consignment handled – Quantity and Quality verification i.e. DRR + Receipt Transactions+ Issue Transactions + Stock Verification) (iMMS + GeM)	1,20,000	Figure of DRR + Receipt Transaction + issue Transaction + Stock Verification has been extrapolated based on the figure of July'2024. Details are in annexure only
E	Material receipt-issues transcriptions including verification, adjustments etc. by Depot		
F	Returned stores including scrap handled (DS 8 created)	3645	
G	Anticipated transaction due to the stocking of items of engineering deptt.	58,000	Details are attached in Annexure.
	Total	**2,37,951**	

- Details of figure and comment of concerned departmental officer is attached with the letter.

Basing upon the number of transactions, manpower requirement **2,37,951** X 4.5/1000 = 1071

Recommendations: Considering Railway Board's letter No. E (MPP)/2022/21/1 dated 06.03.2023 wherein it is mentioned that, Revised Yardsticks or current sanctioned strength, whichever is lower shall be treated as sanctioned strength. Hence, the existing sanctioned strength for Stores Department is less than 1071 so it should be retained.

14/11/24 14/11/24 Niraj Kumar 14.11.2024

(Jitesh Kumar Mandal) Dy.CMM-II	(Ujjawal Anand) Dy.CVO/Account	(Niraj Kumar) Dy.CPO/MPP

Ref. e office file No → 270206
Nok → 39

पूर्व मध्य रेल

कार्यालय
महाप्रबंधक / कार्मिक
हाजीपुर

सं0:— ECR-HQ0STR(EST)/35/2024(C.N-281548) दिनांकः .08.2024

प्रमुख मुख्य सामग्री प्रबंधक
पूर्व मध्य रेल / हाजीपुर

विषय :—भंडार विभाग / पूमरे के विभिन्न मंडल / ईकाई स्थित भंडार विभाग के लिपिकीय संवर्ग यथा अवर लिपिक / लेवल—2 एवं प्रवर लिपिक / लेवल—5 के पदों को मुख्यालय नियंत्रित करने के संबंध में।

दिनांक 16.07.2024 को रेल प्रशासन एवं मान्यता प्राप्त यूनियन के बीच आयोजित बैठक में भंडार विभाग / पूमरे के विभिन्न मंडल / ईकाई स्थित लिपिकीय संवर्ग यथा अवर लिपिक / लेवल—2 एवं प्रवर लिपिक / लेवल—5 के पदों को मुख्यालय नियंत्रित करने का निर्णय लिया गया है।

अतएव पत्र जारी होने की तिथि से भंडार विभाग / पूमरे के उक्त को मुख्यालय नियंत्रित किया जाता है।

उपरोक्त पर सक्षम अधिकारी एवं मान्यता प्राप्त यूनियन का अनुमोदन / सहमति प्राप्त है।

Digitally Signed by Ramesh Kumar
Date: 23-08-2024 16:20:52
Reason: Approved

(रमेश कुमार)
सहा0 कार्मिक अधिकारी / समन्वय
कृते महाप्रबंधक (का0) / हाजीपुर

प्रतिलिपिः—सूचनार्थ एवं आवश्यक कार्रवाई हेतु।

1. मंडल रेल प्रबंधक(का) / पूमरे धनबाद, डीडीयू, सोनपुर, दानापुर एवं समस्तीपुरः—कृपया अपने अधीन भंडार विभाग के अवर लिपिक / प्रवर लिपिक की वरीयता सूची एवं स्वीकृत बल / कार्यरत बल (बीओएस) इस कार्यालय को अविलम्ब उपलब्ध कराने की व्यवस्था करें
2. मंडल रेल प्रबंधक(भंडार) / पूमरे धनबाद, डीडीयू, सोनपुर, दानापुर एवं समस्तीपुर
3. महामंत्री / इसीआरकेयू / पूमरे / हाजीपुर।
3. उप मुख्य सामग्री प्रबंधक / डिपो / समस्तीपुर।
4. सहायक कार्मिक अधिकारी / कारखाना समस्तीपुर, सीआरडब्लू / हरनौत एवं पीडी / डीडीयू

As per record available in HQ position of Jr Clerk and Sr Clerk Unit wise as on 01.04.2024

SN	DiV	UNIT	Sr Clerk		Jr Clerk	
			Existing Sanction	On Roll	Existing Sanction	On Roll
1	HQ	HQ/HJP	4	4	0	11
		WC/HQ/HJP	0	0	0	0
		Central Hospital	0	0	0	0
		Con/MHX	0	0	0	0
		HQ Subtotal	4	4	0	11
2	SEE	GSD/GHZ	3	3	0	2
3		Loco Shed/ BJU	0	0	0	0
4		DEMU/SEE	0	3	0	2
5		Sr.DMM/SEE	0	6	0	2
		SEE Subtotal	3	12	0	6
6	SPJ	SPJ/Depot	12	10	3	5
7		DSL/SPJ	0	0	0	0
8		Sr.DMM/SPJ	2	3	2	2
		SPJ Subtotal	14	13	5	7
9	DDU	TRS/DDU	2	0	2	1
10		DSL/DDU	1	0	1	0
11		PD/DDU	0	0	0	0
12		BOX-N/DDU	1	0	1	0
13		Sr.DMM/DDU	2	4	2	0
14		DSD/DDU	2	0	1	0
15		MEMU/ Gaya	0	0	0	0
		DDU Subtotal	8	4	7	1
16	DHN	Depot/BRWD	4	1	2	4
17		DSD/DHN	0	0	0	0
18		TRS/GOMO	0	2	0	1
19		PTRU/Depot	2	1	0	4
20		Sr.DMM/DHN	3	4	3	5
		DHN Subtotal	9	8	5	14
21	DNR	JAJ/Depot	1	0	1	0
22		HRT/ Workshop	1	2	0	1
23		DSD/DNR	0	0	0	0
24		Sr.DMM/DNR	2	4	2	0
		DNR Subtotal	4	6	3	1
		Total Rev	42	47	20	40