EAST CENTRAL RAILWAY

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

Stores Instruction No: 120A dated 19.08.2026

All PHODs, All CAOs
All DRMs, All CWMs,
E. C. Railway

Sub: Effective use of User Depot Module (UDM) of IREPS
Ref: i) CRB & CEO's L/No: 2022/RS(M)/Paperless Working/UDM dated 04.06.2022
ii) Railway Board's L/No: 2024/RS(IC)/166/1 dated 04.04.2024
iii) Stores Instruction No: 120 dated 09.05.2024
iv) SDGM/ECR/HJP's L/No: ECR/Vig./Misc./11 dated 03.08.2026

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On the subject matter, Stores Instruction No: 120 dated 09.05.2024 was issued with the approval of GM/ECR and with the concurrence of PFA (as attached). Now, SDGM/ECR vide letter under ref (iv) has advised strict implementation of above instructions and also to ensure that the bill passing/bill payment shall be based on UDM entry only. In view of the above, following is advised:

1. If there is any unconnected material lying at the consignee premises or not in the UDM ledger, the same should also be taken into the online ledgers of UDM as any stock verification is to be done based on e-ledgers of UDM only.
2. In view of vigilance advice under ref (iv), it may be ensured that all the materials which is procured through SPOT PURCHASES shall also be entered into the UDM ledgers and any bills against SPOT PURCHASES may be verified based on UDM ledger entry as done in the case of regular non-stock/stock purchases where verification of UDM entry/R-Note/CRN is done while passing the bills. Stores officers and other members of SPCs may please ensure.

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

KISHOR MALAKAR
Digitally signed by KISHOR MALAKAR
Date: 2026.08.19 18:09:57 +05'30'
(Kishor Malakar)
Dy. Chief Materials Manager - II
E. C. Railway, Hajipur

Enclosed: Ref (iii) & (iv)
Authority File No: ECR-HQ0STR(ICIT)/0002/2024-O/o Dy.CMM/IV/HQ/ECR-Part(1)
Computer No: 300919

Copy for kind information to: All Stores Officers
FA&CAO/WST
All Sr. DFMs

EAST CENTRAL RAILWAY

Office of the
Principal Chief Materials Manager
East Central Railway
Hajipur-844101

Stores Instruction No. 120 dated 9-5-2024

Sub: Effective use of User Depot Module (UDM of IREPS) by Users.

Ref.: (i) Railway Board's letter no.2024/RS(IC)/166/1 dated : 04.04.2024 (attached).

(ii) CRB and CAO's D.O. letter no.2022/RS(M)/Paperless /working /UDM dated : 04.06.2022 (attached).

It is noted that many stock holders in ECR have not yet transferred their materials/ inventories in UDM from manual ledgers as instructed by CRB vide ref. (ii) and they are still continuing with the manual ledgers. It has also been noted that many Consignees who have shifted to UDM are not posting the issue Vouchers timely due to which the consumption/ present inventories in their ledgers are not reliable. Further Many Consignees are not yet using the Warranty Claim module in UDM and lodging claims for replacement of defective items/ recovery of money.

In view of instructions contained in RB letters in reference above and decision in PLSC Meeting dt. 09.04.2024, following is decided which is to be complied strictly by all for effective use of UDM.

1. All consignees should update their material inventory in UDM and all material transactions at user-end should be carried out through UDM. Maintaining physical ledgers for materials, if any, should be discontinued immediately. After 01.06.2024 only e-ledgers in UDM shall be considered as authentic.
2. After 01.06.2024, stock verification of consignee depots should be done based on e-ledgers in UDM.
3. After 01.06.2024 any proposal for closure of stock sheet on account of non updation of UDM shall not be considered.
4. After 01.06.2024, stock available in UDM ledgers shall be deducted while taking next cycle procurement for stock items. Hence updating UDM Ledgers is important to ensure that the purchases are not done for less quantity due to non posting of UDM Ledgers leading to Crisis.
5. Physical ledgers which will be or have been closed should be kept in safe custody as per extant provisions.
6. It has been noted that large quantity of item are issued at a time to end users by UDM Supervisors/ Account Holders. It is to be ensured that bare minimum quantity

required for day to day maintenance (normally about 7 days requirement) are only issued to **end user** by UDM supervisors/ account holders.

7. Acknowledgement of items is not done even after receipt of the material by the consignee/UDM stock holder for prolonged period.

   The issued material from Stores depot to any UDM User **or** from one UDM user to another UDM user must be acknowledged online without any delays, well within 07 days from the receipt of such material by them.

8. To ascertain the stock with different UDM Ledgers conveniently, if any material is received with 8 digit numeric PL Code/Item Code either against a Non stock PO or from Stores Depot; the same (PL/Item Code) should kept in UDM ledgers and not changed.

9. Correct category code of item be mentioned in the UDM ledgers so that it can be ascertained whether material is New or Second hand or Scrap or Stores kept for Plan Head work. The category code to be adopted in ECR is as given in Annex. 'A'.

10. **WARRANTY CLAIM:** Many UDM users are not lodging online warranty claim in UDM in case of the material has failed within warranty period. Delay in Lodging Warranty Claim may result in lapse of Warranty period itself. Hence, it shall be ensured that Warranty Claim is lodged within 10 days from the date of any Warranty complaints after due examination. The pending warranty complaints for which no online Warranty claim has yet been lodged in UDM may be monitored by Branch Officers at least on fortnightly basis. Report is easily available online.

11. A whattsapp Group name "UDM: ECR+CRIS" exists where CRIS officials impart training as well as do troubleshooting. About 350+ users have joined it. Balance 275+ users shall also join it to upgrade their working skills.

This is issued with the concurrence of PFA and approval of GM/ECR.

Digitally Signed by Vijay Kumar
Date: 09-05-2024 17:08:03
Reason: Approved

(Vijay Kumar)
PCMM/ECR

Distribution :

(i) Secy to GM : for kind information of GM please.

(ii) All PHODs, All DRMs, FA&CAO/WST: for circulation to all stock holders/ Branch Officers and necessary actions pl.

(iii) All Stores Officers, DyFA&CAO/S&W: for information & necessary action pl.

Annex A

Sub: Category-Code of Stores to be used/fed in UDM of ECR.

In UDM system, the items are to be kept under different Category. It is observed that in UDM, many consignees are not updating the category of stores in their Ledgers which creates problem while deciding the quantity to be procured. Hence all Consignees are advised to adopt the following Categories of stores in UDM.

Category of Stores in UDM in ECR

Category Code	Definition
Category10- Ordinary New Stores	New items received from stores depot either by Open line (Revenue) or by Workshop (WMS). Its Price will be the same as the issue price of that item from stores depot. For Non Stock items, it will be purchase Rates of PO.
Category20 Second hand stores	All released material which can be reused as it is or by local minor repairs in-house. The rate of such Second Hand Materials to be kept as half the rate of new items for purely ferrous items and 2/3rd rate of New item for all Non-Ferrous/other items. Apart from above, all distributed stocks to staff like Walkie Talkie/ Torches/Tools and plants etc. the accountal of which is maintained in ledgers of the supervisors to keep a track of the distributed stores will be categorized as Second Hand to distinguish it from the new stores which have not yet been distributed.
Category30 Repairable Stores	Major repairable items either by outside party or by HRT Workshop/ Sheds. e.g. Released CTRB/Released DG/released Loco Transformer which is to be repaired by an outsider or by Railways itself. Pricing will be in same manner as for second Hand Materials.
Category40/50	Not to be used in UDM of ECR.
Category60 Special Stores	Stock or non stock Stores reserved exclusively for works and other special purposes by Construction/Project Department. Rate will be as of New Material. e. g. All S&T items used for Project/Construction except those required by Open line will be categorized here. (Consignees to Read, Check and understand the difference between Category 10 and Category 60)
Category70- Emergency Stores	Not to be used in UDM of ECR.
Category80 Scrap Stores	All Scrap/obsolete items. Occasionally scrap may consist of second – hand or even new obsolete material which the Railway can neither consume itself nor can dispose of to other Railways. If they are originally in ledgers under the new Category, they have to be transferred in this Category after condemnation/survey committee sanction/approval of the controlling officer. If they are Scrap ab-initio, they may be categorized here directly. Rate will be as per rates of Scrap Schedule of ECR.

EAST CENTRAL RAILWAY

Office of the
General Manager (Vig.)
Hajipur

No. ECR/Vig./Misc./11

Dated: 03/08/2026

All P/CHODs
E.C. Railway

CAO/Con/North/MHX, CAO/Con/South/MHX, CAO/Con/RSP
E.C. Railway

All DRMs
E.C. Railway

Sub: Effective Implementation of User Depot Module (UDM) of IREPS.

Ref: (i) CRB & CEO Letter no. 2022/RS(M)/Paperless/working /UDM dated: 04.06.2022.

(ii) Railway Board's letter no. 2024/RS/(IC)/166/1 dated: 04.04.2024 & 20.03.2025.

(iii) PCMM/ECR Stores Instruction No. 120, dated: 09.05.2024.

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Kind attention is invited to the above-mentioned references.

CRB & CEO, Railway Board, vide reference (i), has directed that all material transactions of user departments shall be carried out through the User Depot Module (UDM) of IREPS. Further, upon completion of the one-time stock feeding exercise, maintenance of physical stock ledgers shall be discontinued and only electronic ledgers are to be maintained by the stockholders.

The above instructions have been reiterated by the Railway Board vide reference (ii). Further, PCMM/ECR, with the concurrence of PFA and approval of GM/ECR, has also issued detailed instructions vide reference (iii) for strict implementation of the UDM system.

In view of the above, it is now presumed that all user units under your administrative control have migrated from manual physical ledgers to UDM-based e-ledgers. Henceforth, all material transactions should invariably be carried out through the UDM module only.

The Bill Passing and Bill Paying Authorities should ensure that the relevant UDM transaction details are invariably produced and duly verified before passing the bills.

3/8/2026

(P.K. Sinha)
Sr. Dy. General Manager