

EAST CENTRAL RAILWAY

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

Stores Instruction No: 165 dated 20.08.2026

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

Sub: Important decisions taken during various Depot/Divisional Officer's Meetings

Since 2024, Depot/Divisional Officer's Meetings are being held at regular intervals to deliberate upon and address the issues being faced by the Depot/Divisional Officers. The detailed minutes of the same are available on the website of ECR (<https://ecr.indianrailways.gov.in>).

Important decisions taken in these Depot/Divisional Officer's Meetings are again being reiterated and enclosed herewith as Annexure-A which should be followed in both letter and spirit.

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

DA: Annexure-A

**KISHOR
MALAKAR** Digitally signed by
KISHOR MALAKAR
Date: 2026.08.20
21:27:26 +05'30'
(Kishor Malakar)
Dy. Chief Materials Manager - II
E. C. Railway, Hajipur

Authority File No: ECR-HQ0STR(ICIT)/0002/2024-O/o Dy.CMM/IV/HQ/ECR-Part(3)
Computer No: 300921

Important decisions taken during various Depot/Divisional Officer's Meetings

Depot/Divisional Officer's Meeting dated 29.07.2024	
01	Depot Officers are fully competent to propose AAC revision based on consumption pattern.
02	Inventory should not be brought out by any kind of force issue and Stores Instruction No: 119 should be strictly followed for issue of material.
03	Inactive items should not be made active by fictitious issue of few nos. It should be ascertained whether the item can be used and action should be taken accordingly.
Depot/Divisional Officer's Meeting dated 12.09.2024	
01	As soon as the material is received in other depot against any vouchers, the same should be acknowledged immediately without any delays.
02	If the material is purchased and received at a receipt depot for a particular depot (like MEMU/JAJ), the same is to be collected immediately and any further disposal of the same is to be arranged by the consignee depot only.
03	Against any advance paid rejections, it is responsibility of depot officers to get the amount recovered from the firm whose material has got rejected. They have to make all out efforts and no stone should be left unturned.
04	Step-by-step procedures for approval of M&P and Works Programme: <ol style="list-style-type: none"> Rough layout finalization and fixation of location (to be approved by CMM/PCMM). Depot has to plan meticulously. Preparation of rough estimate (not detailed one) of the work. Administrative approval of PCMM on e-file. Uploading of the proposal on IRPSM for short listing by GM through CWE (for umbrella under PH 42). Parallely the detailed designing of the proposed work should continue and taken approval from CMM/PCMM. Preparation of detail estimate and vetting of local accounts. Approval of DRM if value is less than 5 Cr. or approval of GM if value is more than 5 Cr. Preparation of tender document and finalization of tender
05	Tender settlement time in depots is high which needs to be reduced. One area is delay in additional fund certification. For tender cases up to 10 lakhs, no additional fund certification be obtained in case the PO value exceeds within 25%. In higher value cases, this limit will be 10%.
06	All the depot officers are placed under Sr. DMM. However, many Sr. DMMs are not visiting the depot regularly. Sr. DMM must visit the local depot (in nearby areas) every week and depot situated at faraway places must be visited at-least once in a month. They should also issue the instructions on deficiency noted by them in the depot. Their performance will be judged not only based on their divisional work but also based on the performance to depots under them.
07	Local Purchase of Critical Stock items: It has been noted that the Depot officers are making LP on same firm on which there are pending orders. Crisis items need to be purchased through LT / Spl. LT to sources excluding those on whom orders are pending.
Depot/Divisional Officer's Meeting dated 25.10.2024	
01	The TOR target is 30% per month and NOT 30% AT YEAR END. As such monthly target is to be maintained by all and no force issue is to be done for reduction of TOR.
Depot/Divisional Officer's Meeting dated 19.05.2025	

01	<p>Purchase officers while placing POs at HQs will not mention DP in the POs in isolation but after taking into account the available Stock and Covered dues against which supplies are expected. Inter-Depot transfer of Stock from one depot (where stock is excess) to other depot (where stock is deficient) shall also be advised by the Purchase officers at the time of processing tender and placement of PO. Similar exercise will be done by depot Officers on regular basis.</p> <p>Purchase officers at HQs will ensure that staggered Delivery Period is given in POs such that there is no accumulation of excess stock at any point of time. Depot officers will analyze the DP mentioned in the POs and propose to HQs for deferment of supplies especially in case of high value items after review and taking into account the available stock in the depot and covered dues against which supplies if received will result in excess stock and consequently high inventory balance.</p>
02	<p>Depot officers will strive to dispose of the inactive, surplus, overstock, less drawl items on regular basis. They will remain in constant touch with their counterparts in ECR and other zonal railways and offer such items if required by the later. Depot and Divisional officers will also interact with officers/staff of user department for drawl of inactive/overstock/surplus/less drawl items. If after persistent efforts, material is not drawn/less drawn then EAC should be reviewed as per extant SI issued and Depot officers will advise Purchase office for deferment of supplies/procurement with reduced EAC. If inactive/surplus items are not drawn even after making due efforts, then depot officers will process for survey of the items for their disposal.</p>
03	<p>Depot officers will not send any of their staff to other depot for unloading of material sent by truck/other means of transport. It will be responsibility of the receiving depot to get the material unloaded. Similar action to be taken for loading of material at the sender depot also.</p>
04	<p>Prime objective of the depot officer is to make materials available for smooth train running and operation. Constant review of availability of items is to be made by the Depot officers and if there does not exist sufficient coverage or else material is not expected against existing covered dues, Depot/Divisional officers can make Local Purchase of items. Depot officers have been given power to invite Limited Tender (LT) up to Rs 50 lakh. To sort out any crisis of material and make item available in time, Depot officers can invite LT appropriately keeping in view the provisions for the same in SOP and guidelines issued by HQs in this regard.</p>
05	<p>For items having EAC as 01/02 no., the Depot officer can purchase full quantity as per requirement and to build up the stock.</p>
06	<p>All depot officers are required to take the unaccounted items of their depot in stock through stock adjustment Card Code '49' within 07 days.</p>
Depot/Divisional Officer's Meeting dated 17.11.2025	
01	<p>When stock becomes less than 6 months for SAFETY/PA Items, the depot officer should immediately arrange the item from other depot. If it is not available in any depot of ECR, LP to be done by the depot officer.</p>
02	<p>Weighment register to be checked by the depot officer regularly for DA gas. Shortage must be documented and proper accountal be ensured.</p>
Depot/Divisional Officer's Meeting dated 06.07.2026	
01	<p>Adequacy and Availability of Materials: HQ shall be responsible for maintaining adequacy of coverage whereas Depot Officers shall be responsible for maintaining availability of materials. In case of less coverage from HQ or in case of failure of covered dues, Depot Officers may undertake local purchase upto 06 months requirements of any item. Limited Tender or Single Tender may be resorted to ensure availability of material on urgent basis.</p>
02	<p>Availability of Safety items: Depot Officers shall ensure minimum availability of 03 months for all safety/critical items. Availability of safety items (> 3 months) is lowest for TRS/PTRU and TRS/GMO.</p>

	AMM/TRS/PTRU and AMM/TRS/GMO to undertake local purchase or collection from other depots/railways for all such items with stock < 3 months. Similar action is also to be taken by all depot officers to maintain availability above 3 months.
03	AMM/GSD/GHZ has informed that many cases had to be retendered due to firms quoting abnormally high rates for low order quantity. In order to mitigate the same, depot officers may undertake local purchase for even 01 year's requirements (i.e. 01 AAC) duly recording the reason for low value items and HQ may be intimated accordingly. Depot Officers may also float tender (preferably LT on approved sources or proven sources or nearby sources) with the condition of collection of material by depot staff (wherever it is needed).
04	Collection of materials: It has been observed in various SAG Level Coordination Meetings that depot officers are not collecting safety/critical items from sister depots of ECR. If item is available in any depots of ECR and is critical in another depot, concerned depot officers must ensure collection of such items and mitigate the crisis at depot level itself.
05	Monitoring of consumption of inactive/surplus items: As per Stores Instruction No: 132, AAC of inactive/surplus items are being fixed as 0.1 or 0.2. However, the same is not being reviewed once the consumption of such item increases at later stages which creates stockout/crisis situation. Depot officers to continuously monitor the consumption of such items and ensure timely review of AAC once consumption starts.
06	E-Gatepass: No depot shall issue any manual gatepass and instead E-gatepass should be issued from IMMIS. Simultaneously, issue of material without a valid requisition should also be stopped. If consignees are not able to submit requisition on daily basis, they may be asked to submit requisition for 15 days or 01 month's requirement at a time and material may be issued against that requisition on regular basis.
07	Preparation of MCDO and compliance of HQ remarks: It has been observed that depot officers are not submitting their MCDO in the 1st week of the month which is not proper. Depot Officers must ensure that MCDO is submitted to Secy to PCMM in 1st week of every month. Further, if any instruction has been given by HQ in the MCDO of previous month, the same to be duly complied and compliance of the same to be submitted with next MCDO.
08	Issue of heavy and bulky material directly to the consignee: Heavy and bulky materials such as MS Sheets and plates are unloaded directly at the consignee's end and to be issued immediately to the consignee. However, it is seen that the same is not being followed by WSD/BRWD. AMM/BRWD has informed this is due to non-submission of requisition by the consignees. In view of the above, separate PLs to be opened at DSD/DHN and TRS/PTRU to cater to the requirements of DHN and PTRU regions respectively. BRWD shall cater to the requirements of BRWD and OBRA only. Dy. CMM-V to ensure that coverage of existing POs/Supply Orders are also diverted to DSD/DHN and TRS/PTRU.
09	Stocking of pallets for racking system and Safe storage Practice: Best design of Pallets (Caged/Flat PVC/Flat Steel) may be made a stock item at CRW/HRT (with AAC as 100 Nos each to start with) so that the replacements as well as the small requirements of all the depots can be met from the same without delays. Dy. CMM/CRW/HRT to ensure stocking and procurement of the same immediately. Cage Pallets to be used on the upper levels of the racks to prevent materials from slipping or falling, thereby ensuring safe storage. Flat Pallets to be used only on the lower levels of the racks.
10	Distribution of fire-extinguisher:

	Fire extinguishers shall be issued with the prior approval of PCME/ECR only. Upon receipt of fire extinguisher at depot, office of PCME/ECR to be intimated and asked to submit a distribution list and material to be issued strictly as per the distribution list given by PCME/ECR.
11	Proper fixation of AAC: AAC may not be fixed less than 03 for any item as the same results in frequent stock outs material. It should be fixed prudently to ensure continuous availability of material.
12	While taking any decision (during tender acceptance, RP fixation, approval in e-files etc), a detailed speaking order should be recorded explicitly mentioning the reasons, circumstances and justifications behind the decision being taken by the officer.
13	Unnecessary or restrictive conditions should not be incorporated in the tender schedule. Tender conditions should be clear, relevant, and limited to those essential for ensuring fair competition, transparency, and successful execution of the contract. Any condition that may unnecessarily restrict competition or complicate the procurement process should be avoided.
14	Special emphasis should be laid on training and capacity building of staff. All concerned shall ensure that officials are nominated for relevant training programmes on a regular basis to enhance their knowledge, improve professional competence, and keep them updated with the latest rules, procedures, and best practices in material management and procurement.
15	Integrity shall be of the utmost importance in all official dealings. Every officer and staff member shall uphold the highest standards of honesty, transparency, fairness, and ethical conduct in the discharge of their duties. All procurement, inventory management, and disposal activities shall be carried out with complete integrity, ensuring compliance with the applicable rules and procedures while maintaining public trust and organizational credibility.