EAST CENTRAL RAILWAY

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

Stores Instruction No: 167 dated 31.08.2026

All Stores Officers
E. C. Railway

Sub: Roles and responsibilities of Sr. DMMs with regards to Stores Depots in their division
Ref: GM(P)/HJP's L/No: ECR/HRD/Store/Estt/Depot dated 16.08.2019

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Vide letter under reference, the overall supervision and administrative control of the Stores Depots of ECR is vested with the Sr. DMMs of the respective divisions. Due to the same, performance of depots has improved substantially over the years. However, it is felt that more efforts are needed by Sr. DMMs towards further improvements and efficient working of Stores Depots.

In order to ensure effective supervision, improved functioning and continuous improvement of all Stores Depots of ECR, the roles and responsibilities of Sr. DMMs shall include (but not limited to) the following:

1. AMM/SMM posted at a Stores Depot shall function and perform all the duties of Depot officer. However, the overall supervision shall be done by the concerned Sr. DMMs.
2. Sr. DMM shall ensure, through the Depot Officer, continuous availability of materials at the Stores Depots under his/her jurisdiction. Necessary coordination shall also be maintained with the concerned In-charges of Sheds/Workshops and Branch Officers to ensure smooth and uninterrupted supply of materials to the user units/division.
3. Sr. DMM shall regularly monitor the performance parameters applicable to the Stores Depots, including the shield criteria parameters. Suitable guidance and instructions shall be given to the Depot Officers from time to time for improvement in such parameters and for addressing deficiencies, wherever noticed.
4. Sr. DMM shall ensure proper distribution and allocation of purchase work of division amongst the AMMs/SMMs working under his/her administrative control.
5. Sr. DMM shall ensure the timely/proper submission of MCDO of the Stores Depots (as per Stores Instruction No: 121A dated 11.03.2025 as amended from time to time) in the division and shall be responsible for monitoring, improvement of the depots in all the parameters indicated in the MCDO and compliance of instructions noted by HQ officers on MCDO.
6. Sr. DMM shall ensure that the Stores Depots under his/her jurisdiction are equipped with adequate transportation contract, material handling contract, manpower contract, housekeeping contract etc. Sr. DMM shall also personally monitor the M&P and Works Programme of the

Stores Depots and ensure timely identification of requirements, preparation of proposals, initiation of necessary action and execution of sanctioned M&P and Works programmes.

7. Sr. DMM shall carry out regular inspections of the Stores Depots under his/her jurisdiction on minimum monthly basis (for depots like GAYA, GMO, JAJ, GHZ), once in two months (for depots located at remote locations like PTRU and BRWD) and on at least weekly basis to all other depots situated nearby.

   The inspection shall, inter alia, focus and supervise on material availability, efficient and effective working, housekeeping, infrastructure, manpower, safety, stock management and other relevant performance parameters. Deficiencies noticed during inspection and instructed shall be followed up for timely rectification.

   The compliance of the items noted by PCMM/CMM during the inspection of the depots shall also be monitored and ensured by them.

8. Sr. DMM shall ensure strict compliance of Stores Instructions issued by HQ with regards to manpower management.

The responsibilities enumerated above are illustrative and not exhaustive and shall not restrict the discharge of any other duties assigned under extant rules or by the competent authority.

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

KISHOR MALAKAR
Digitally signed by KISHOR MALAKAR
Date: 2026.08.31 11:11:06 +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

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/ECR,PD/MGS, WS/SPJ, CRW/HRT
6. APO(MPP)/ECR/JHP

for General Manager(P)

EAST CENTRAL RAILWAY

OFFICE ORDER NO. GAZ/203/2019

The following order is issued for implementation with immediate effect:-

Sr. DMMs of divisions of E.C.Railway will be administrative head of all Stores Gazetted/Non-Gazetted staff working in their divisions.

This has the approval of General Manager/ECR.

(Dilip Paswan)
SPO(GAZ)
for General Manager(P)

Dated:- 24.05.2019

No: ECR/HRD/GAZ/Store/112/Loose-IV
Copy forwarded for information and necessary action to:-

- Secretary to GM/ECR: For kind information of GM
- PS-I to AGM/ECR: For kind information of AGM.
- Secy. to PCPO: For kind information of CPO
- SDGM/ECR/HJP
- PFA/ECR/HJP
- PCMM/ECR/HJP
- CAO(Cons.)/South/MHX/Patna
- DRM/ECR /DHN, DNR, MGS, SEE & SPJ
- Sr. DPO/ ECR/DHN, DNR, MGS, SEE & SPJ
- Sr.DMM/ ECR/ DHN, DNR, MGS, SEE & SPJ
- Dy.CMM/ECR/SPJ & GHZ
- APO(Bill)/ECR/HJP
- APO (MPP)/ECR/HJP: For uploading on NET.
- Asstt. Secy (Confdl.)/ECR/HJP
- Officer concerned
- Genl. Secy, ECROA, ECRPOA & ECRKU/HJP
- Sr. Audit officer/ECR/HJP

DS/IT
Pl. upload.
24/5

24/5/19
for General Manager(P)