

East Central Railway

Office of the  
Principal Chief Materials Manager  
Hajipur-844101

No. ECR/ SMM/System Improvement/01

Dt.15.10.18

**Sub: System improvement.**

During a review meeting held on 11.10.18, PCMM instructed the followings for ensuring smooth functioning & infrastructural development of stores depots in ECR.

- (1) CMMs and Dy CMMs at HQs have been nominated to monitor functioning of the stocking depots. Depots assigned to CMMs/Dy CMMs are as follows:-

Sl No.	Officer	Depot
1	CMM/Sale	GSD/GHZ
2	Dy CMM/C&W	BOXN/MGS, HRT Depot & MEMU/JAJ
3	Dy CMM-Elect.	TRS/DDU, TRS/GMO, PD/DDU
4	Dy CMM/DSL	DSL/PTRU, DSL/SPJ
5	Dy CMM/IC	DSL/DDU

Monitoring of the activities of the depots will be done by HQs nominated officers with special emphasis on following aspects:

- (a) Posting of pending transaction vouchers:- This has been an issue of serious concern especially for DSL shed depots such as PTRU, SPJ & DDU.
- (b) Closing of 98-99 sub group PL Nos – Instructions have been issued in this regard by iMMs section but progress is quite sluggish & needs to be expedited.
- (c) Timely issue of receipt notes:- Lackadaisical approach by depots as well as consignees (to whom materials are sent for inspection) has resulted in delay in account of material in past which attracted attention of vigilance including General Manager. A procedure order has been issued in this regard to all concerned and it is very important that the procedure order is followed by all depots in letter & spirit without fail.
- (d) Availability of Safety items:- There is mismatch in availability of safety items as reported by Depot officers manually and as reflected in iMMS. This anomaly needs to be corrected soon.

Besides above four major activities, other important aspects such as infrastructural development of depots, customer's complaint redressal regarding material availability etc will be reported by concerned depot officers to respective nominated HQs officers.

- (2) Generation of demands for stock items:- It is noted that contract period of items have been fixed in such a way that about 150-200 demands are received by a dealer (of P-section) at a time. Processing of all