

I/126423/2024

EAST CENTRAL RAILWAY

Office of the
Principal Chief Materials Manager
Hajipur, 844101

Stores Instruction No: 123 dated 01.08.2024

**All Purchase Officers,
E. C. Railway, Hajipur**

Sub: Submission of MCDO by the purchase sections every month

In order to monitor the performance of purchase sections at HQ, it has been decided that MCDO shall be submitted by the purchase sections every month and accordingly following instructions are being issued:

1. The format of MCDO to be followed is being attached herewith. The format has been filled with some dummy data for better understanding.
2. Medium of submission of MCDO shall be e-file. An e-office file shall be created by each section with the title “**MCDO of P-XX to be submitted on 5th of every month**”.
3. The pdf of MCDO is to be attached in the correspondence (CP) side and the file is to be submitted to PCMM duly routed through CMM, Dy. CMM, SMM /AMM of the concerned section.
4. The e-office file shall be returned to respective section by middle of every month along with actionable points / suitable instructions from Officers.
5. MCDO for the month of July, 24 may be submitted by 10th August, 2024. MCDO from next month onwards to be submitted by 5th of every month.

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

DA: Format of MCDO

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

Copy: i) CMM-I, II, III, IV – for kind information please
ii) Dy. CMM-I, II, III, IV, V – for kind information please
iii) All stores officers of ECR

I/126423/2024

MCDO/Report Card for Purchase Section XX of ECR
for July, 24

1. A) Availability:

Category	No of items	Target	Actual	Marks obtained	Remarks/ Action Plan to ensure availability
a) Safety	132	100%	100%	100	
b) Passenger Necessity	3	100%	100%	100	
c) Overall	1512	99%	97.35%	0	

Marking scheme: i) Availability above target : 100 Marks
 ii) Availability below target : 0 Marks

B) List of out-of-stock Safety/Passenger Necessity items:

Sr	PL No	Description	EAC	Stock	Coverage Details	Remarks / Action plan to make it available immediately
1	38130713	Coupler Body	1000	12		
2						
3						

2. A) Adequacy: (Attach excel list in local reference)

Total No of items (excluding NIL AAC)	No of items with stock+dues > 8 months	Adequacy	Marks obtained	Action plan to improve adequacy
1750	987	56.40%	30	

Marking scheme: i) Adequacy > 80% : 100 Marks
 ii) Adequacy 70-80% : 90 Marks
 iii) Adequacy 60-70% : 60 Marks
 vi) Adequacy 50-60% : 30 Marks
 v) Adequacy <50% : 00 Marks

B) Dealer wise Adequacy > 8 months:

Sr	Dealer Name	Portion allotted	Total Items dealt with AAC> 0	No of items with stock+dues> 8 months	Adequacy %
1		PL XXXX-XXXX			
2		PL XXXX-XXXX			

I/126423/2024

3. Tender settlement time:**A. TC cases:**

Officer	No of cases finalized during the month	No of cases finalized within 45 days	% of cases finalized within 45 days	Marks obtained (for the section)	Remarks
CMM	1	0	0	33.33	
Dy. CMM	3	0	0		
SMM	5	3	60%		
Total	9	3	33.33%		

Marking scheme: Marks obtained = % TC cases finalized within 45 days

B. DA cases:

Officer	No of cases finalized during the month	No of cases finalized within 15 days	% of cases finalized within 15 days	Marks obtained (for the section)	Remarks
Dy. CMM	34	3	8.82%	61.54	
SMM	83	69	83.13%		
Total	117	72	61.54%		

Marking scheme: Marks obtained = % DA cases finalized within 15 days

4. Coverage of demands as per iMMS:**A. Stock demands:**

Total demands received in last 01 year	Total demands pending	Demands pending for < 6 months	Demands pending for 6-9 months	Demands pending > 9 months	% of demands pending for > 6 months	Marks obtained
2766	3536	1571	295	1670	55.57%	44.43

Marking scheme: Marks obtained = 100 - % of demands pending for > 6 months

Reasons why demands are pending for > 6 months:

i)

B. Non-stock demands as per iMMS:

Total demands received in last 01 year	Total demands pending	Demands pending for < 6 months	Demands pending for 6-9 months	Demands pending > 9 months	% of demands pending for > 6 months	Marks obtained
42	41	18	3	20	56.10%	43.90

Marking scheme: Marks obtained = 100 - % of demands pending for > 6 months

Reasons why demands are pending for > 6 months:

I/126423/2024

i)

5. Publishing of tender:

Category	CPMM	Target date for publishing tender	No of items	Items with NIL requirement	Tenders published within target	Tenders not published	Marks obtained (rounded)
A	May	31 st July	64	2	43	19	10
B	Sept	30 th Nov	153	6	15	132	
C/D/N	May	31 st Aug	766	19	71	670	
	Sept	31 st Dec	749	6	46	697	
Total	-	-	0	0	0	0	

$$\text{Marking scheme: Marks obtained} = \frac{\text{Tenders published within target}}{\text{Total no of items} - \text{items with NIL requirement}} \times 100$$

6. Timely issue of PO:

Total no of PO issued during the month	No of PO issued within 5 days	Average time taken in release of PO	Marks obtained
78	51	8.26	60

Marking scheme: Average time of

i) PO issued within 5 days	:	100 Marks
ii) PO issued in 5-7 days	:	80 Marks
iii) PO issued in 7-10 days	:	60 Marks
iv) PO issued in > 10 days	:	00 Marks

7. Re-tender cases:

Total cases finalized during the month	No of cases re-tendered	% of re-tender	Marks obtained
126	3	2.38%	100

Marking scheme:

i) Re-tender < 15%	:	100 Marks
ii) Re-tender > 15%	:	0 Marks

8. PO Modification requests:

Total no of MA requests pending	MA requests pending <7 days	MA requests pending 7-21 days	MA requests pending > 21days	% of MA requests pending >7 days	Marks obtained
58	30	9	19	48.27%	51.72

Marking scheme: Marks obtained = 100 - % of MA requests pending for >7 days

Final marks obtained:

1	2	3	4	5	6
Para	Parameter	Weightage	Maximum Marks	Marks obtained	Weighted Marks obtained =

I/126423/2024

					3 x 5 /100
1	Availability	5%	300	200	10.00
2	Adequacy	30%	100	0	0
3 (A)	Tender settlement time (TC cases)	10%	100	33.33	3.33
3 (B)	Tender settlement time (DA cases)	10%	100	61.54	6.15
4 (A)	Coverage of demands (Stock)	5%	100	44.43	2.22
4 (B)	Coverage of demands (Non-stock)	5%	100	43.90	2.19
5	Publishing of tender	5%	100	19.91	1.00
6	Timely issue of PO	5%	100	60	3.00
7	Re-tender cases	5%	100	100	5.00
8	PO Modification requests	10%	100	51.72	5.17
	Total	100%	-	-	38.06