



कार्यालय  
प्रधानमुख्यसामग्रीप्रबंधक  
पूर्वमध्यरेलवे, हाजीपुर

Office of the  
Principal Chief Materials Manager  
East Central Railway, Hajipur

**Stores Instruction No: 121 dated 29.06.2024**

**All Depot Officers,  
East Central Railway**

Sub: Revision of format of MCDO to be sent by depots every month to HQ

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The current format of MCDO being sent by depots every month to HQ has been reviewed and it is decided that the format of MCDO be changed in line with Stores Shield Criteria and other relevant parameters and accordingly following instructions are being issued:

1. The format of MCDO has been revised and is being attached herewith as Annexure-A. The format has been filled with some dummy data for better understanding.
2. The medium of submission of MCDO shall be e-file. An e-office file shall be created by respective depots with the title “**MCDO of DEPOT\_NAME (Depot Code - XX) to be submitted to PCMM Office on 5th of every month**”. The e-office file shall be returned to respective depots by middle of every month along with actionable points/ suitable instructions from the office of PCMM.
3. The pdf of monthly MCDO is to be attached in the corresponding side and the file is to be submitted to PCMM through Secy. to PCMM.
4. MCDO for the month of June, 24 may be submitted by 10th July, 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: Annexure-A

Digitally Signed by Rajeev  
Kumar

Date: 02-07-2024 11:54:44

Secy. to PCMM  
E. C. Railway, Hajipur

- Copy to: i) Secy. to PCMM – for kind information of PCMM  
ii) CMM-I, II, III, IV – for kind information please  
iii) Dy. CMM-I, II, IV, V – for kind information please  
iv) Sr. DMM/DDU, DNR, DHN, SEE, SPJ – for kind information please  
v) All stores officers of ECR

**EAST CENTRAL RAILWAY**  
**STORES DEPARTMENT**

MCDO for **GSD/SPJ** for the month of **June, 2024**

**1. Availability of items:**

**A. Achievement vis-à-vis target:**

Category of items	Target	Achieved	Remarks
Safety ( < 1 month stock)	100%		
Passenger Necessity ( < 1 month stock)	100%		
Overall (NIL stock)	99%		

**B. Details of out-of-stock items:**

Category of items	PL No	Description	Reason for out-of-stock	Action taken
Safety ( < 1 month stock)				
Passenger Necessity ( < 1 month stock)				

**C. Top 10 critical items:**

Sr	PL No	Description	EAC	Stock	Coverage Details	Remarks
1	38130713	Coupler Body	410	5		
2						
3						

**D. Adequacy of coverage:**

Parameter	Target	Actual	Action taken to achieve target
Adequacy of coverage (percentage of items with stock + covered dues more than 06 months requirement)	80%	65%	

**2. Inventory Management:**

**A. TOR:**

Parameter	Achievement		Action taken to achieve target
	Current year upto the month	Previous year upto the month	
Target (30%)	18%	20%	

**B. Disposal of top 10 high value items:**

Sr	PL No	Description	Stock Value	Action taken
1	38106322	EM Pad	Rs 3,60,718.00	
2	38106401	Narrow Jaw Adapter	Rs 2,50,418.00	
3	38130725	Knuckle for CBC	Rs 99,458.00	

**C. Slow-moving items:**

Parameter	Target	Actual	Action taken to reduce slow moving items
Percentage of slow-moving items (in numbers)	10%	25%	
Percentage of slow-moving items (in value)	10%	35%	

**D. Inactive/surplus items:**

Type	OB		Accrued		Disposed		CB	
	No	Value	No	Value	No	Value	No	Value
Inactive	15	1.10 L	1	0.05 L	7	0.85 L	7	0.65 L
Surplus	24	2.70 L	0	0	6	0.11 L	18	2.49 L

**E. Deferment of dues to control TOR/Expenditure:**

Sr	PL No	Item Description	AAC	Stock	PO Details	PO Qty	Qty to be deferred to next year
1	38130725	Knuckle for CBC	1500 Nos	1200 Nos	P.O.No.: 37241625800256 dated 14-JUN-24	800 Nos	800 Nos

**3. Scrap Management:****A. List of top 20 unsold scrap lots mapped in depot officer's jurisdiction:**

Sr	Lot Description	Custodian	Location/ Station	Qty	Ferrous/ Non-Ferrous	Date of mapping
1	Released CBC	SSE/C&W/BRWD	BRWD	5.4 MT	Ferrous	10.04.2024

**4. Stock Sheet/Accounts Note/Audit Para/Draft Para:**

Parameter	OB	Accrued	Cleared	CB	Remarks
Stock Sheet					
Accounts Note					
Audit Para					
Draft Para/ Provisional Para					

**5. Stock Verification:**

**A. Stock Verification (Accounts):**

Total items	Verified during the month	Total items verified in the year	Discrepancy found (if any) and action taken
345	0	3	

**B. Stock Verification (Depot) as per schedule of stock verification:**

Month	Target (No of items to be verified)	Achieved (No of items verified)	Reason for pendency
Jan, 24			
Feb, 24			
Mar, 24			
Apr, 24			
May, 24			
June, 24			
July, 24			
Aug, 24			
Sept, 24			
Oct, 24			
Nov, 24			
Dec, 24			
Jan, 25			
Feb, 25			
Mar, 25			
Apr, 25			
May, 25			
June, 25			
July, 25			
Aug, 25			
Sept, 25			
Oct, 25			
Nov, 25			
Dec, 25			

**6. SINT (Depot transfer) for receiving depot:**

	OB	Accrued	Cleared	CB	Reason for pendency
in Nos	15	1	7	7	
in Value	1.10 L	0.05 L	0.85 L	0.65 L	

**7. DRR:****A. R/Note timing:**

Parameter	Target	Actual	Action taken to reduce R/Note timing
R/Note timing (avg no of days from date of actual receipt of material to date of RO)	7 days	4.9 days	
No of cases where material accountal pending for more than 7 days	Zero	4	

**B. List of cases where material accountal pending for more than 15 days:**

Sr	DRR No	PL No & Item Description	Date of receipt	Reason for delay and action taken
1	R1230056	Coupler body	05.01.2023	
2	R1240001	Brake pipe	15.02.2024	
3				

**8. Rejection cases:****A. Clearance of rejection cases as per IMMIS:**

Parameter	Target	Actual
Pending rejection as % of cumulative rejection	3% of total rejection (in Nos)	
	3% of total rejection (in Value)	

**B. Details of rejection cases as per IMMIS:**

	OB	Accrued		Cleared		CB
		For the month	Upto the month	For the month	Upto the month	
in Nos						
in Value						

**C. List of rejection cases pending for more than 60 days (IMMIS):**

Sr	Rejection Advice No	Date of Rejection	PL No & Description	Reason for rejection	Action Taken
1	R1240056	15.01.2024	Main pull rod	TPI hologram not available	
2					
3					

**D. List of pending manual rejection cases prior to 01.04.2020:**

Sr	Rejection Advice No	Date of Rejection	PL No & Description	Reason for rejection	Action Taken
1	R1240056	15.01.2024	Main pull rod	TPI hologram not available	
2					
3					

**9. Purchase Management:****A. Tender settlement (IREPS):**

Type	Target	Actual	Reason for delay and action taken
DA Case	15 days	9.5 days	
TC Case	45 days	35 days	

**B. Tender settlement (GeM):**

Type	Target	Actual	Reason for delay and action taken
DA Case	15 days	9.5 days	

TC Case	45 days	35 days	
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**C. Details of local purchase:**

Type	OB		Demands received		Demands covered		CB	
	No	Value	No	Value	No	Value	No	Value
Stock	14	25.65 L	2	5.63 L	6	12.63 L	10	18.02 L
Non-Stock	8	0.95 L	0	0	7	0.70 L	1	0.25 L

**D. Top 10 pending cases (DA cases > 15 days & TC cases > 45 days)**

Sr	Tender No	TOD	Reason for delay and action taken
1	04245156	12.02.2024	
2	04235122	15.04.2024	
3			

**E. Average time in release of PO:**

Parameter	Target	Actual	Reason for delay and action taken
Avg time taken in release of PO after tender settlement	4 days	6 days	

**F. PO Modification requests:**

Parameter	Target	Actual	Reason for delay and action taken
No of e-MA requests pending for more than 10 days	Zero	7	

**G. Retendered cases:**

Parameter	Target	Actual	Reason
Percentage of re-tendered cases In this year	15%	26%	

**H. EMD Refund:**

No of cases where EMD Refund pending for more than 15 days after settlement	Reason for delay and action taken
3	

**I. SD Refund:**

No of SD Refund requests pending for more than 30 days	Reason for delay and action taken
NIL	

**10. Non-stock Demands:****A. Coverage of NS Demands:**

Parameter	Target	Actual	Reason for delay and action taken
Coverage of NS Demands within 6 months	90%	100%	

**B. Top 10 NS demands pending for more than 6 months**

Sr	Demand No	Date of receipt of demand	Description	Reason for delay and action taken
1	59365-24-00001	05.01.2024	All in one PC	
2	59365-24-00052	05.01.2024	Printer	

**11. Top 10 GeM contracts against which payment is pending for more than 30 days after receipt of material:**

Sr	GeM Contract & date	Description	Date of receipt of material	Reason for delay and action taken
1	GEMC-51687712345168 dated 21.07.2024	All in one PC	14.04.2024	
2				
3				

**12. Ledger Section:****A. Demand Submission:**

Category	Total No of items	Target Date	Demands submitted (including NIL demand)	Reason for pendency
A		31 <sup>st</sup> May	NIL	
B		30 <sup>th</sup> Sept	-	
C, D, N (\$)		30 <sup>th</sup> June	07	
C, D, N (#)		30 <sup>th</sup> Oct	-	

\$ - for SRS generated in May

# - for SRS generated in Sept

**B. AAC Approval:**

Category	Total No of items	No of items for which AAC has been updated for current year	Reason for pendency
A	27	27	
B	68	65	
C	241	212	
D & N	12	6	
<b>Total</b>			

**13. Manpower Management:****A. Manpower planning:**

Designation	Sanctioned Strength	Man on roll	Vacancy	Remarks
CDMS	1	1	-	
DMS	2	1	1	

Ch. OS	1	0	1	
OS	2	1	1	
Sr. Clerk	3	1	2	
Jr. Clerk	1	4	5	
ADS	9	1	8	
Total	18	9	9	

**B. Details of proposals made for promotion of staffs:**

- 1.
- 2.

**14. M&P and Works Programme:****A. M&P and Works Proposed/Sanctioned:**

Sr	PB/ LB ID	Year	PH	Name of M&P/Works	Estimated Cost	Sanction Status	Tender/PO Status	Execution: Physical Progress	Execution: Financial Progress
1									
2									
3									

**B. M&P Availability/Utilization:**

Item	Year of purchase	Working/ Defective	If defective, since when	AMC availability	Approx No of working days in this month
Forklift	2020	Working	-	Yes	30
Hydraulic Crane	2021	Defective	12.10.2023	No	0
Lister	2019	Working	-	No	20
Scissor Trolley	2023	Working	-	No	22

**C. Transportation/Loading-Unloading/Material Handling/Outsourcing Contract:**

Type of Contract	Date of Contract	Valid upto	Total Value/NTKM	Remaining Value/NTKM	TOD for next contract
Transportation	15.11.2023	15.11.2024	Rs 54.67 L	Rs 32.10 L	Under finance concurrence

**15. Declaration from depot:**

- That material is being issued for maximum 07 days quantity to attached sheds/consignees.
- That UDM stock is being checked before issuing material by DMS.

**16. Miscellaneous:****A. Innovation/Achievement/Good work done during the month:**

- 1.



2.

3.

**B. Assistance required from HQ (if any):**

1.

2.

3.