

## EAST CENTRAL RAILWAY

Office of the  
Principal Chief Materials Manager  
East Central Railway  
Hajipur-844101

No. SMM/ECR/Stores Instruction

Dated: 01.12.2023

### Stores Instruction No:- 115

**All Stores Officers  
East Central Railway**

**Sub:** Standard Procedure for effecting delivery of Sold Scrap Materials and for other communications.

Regular complaints are being received from scrap purchasers regarding delay in fixing of delivery programme, undue delay in effecting delivery of sold scrap materials by the custodians, etc.

As a measure of system improvement, to ensure fairness and transparency in the process, following standard procedure shall be adopted by the all the Divisions / Workshops / Sheds / Depots / Construction Offices:-

1. Requests for fixing of delivery programme shall be received by the office of the Auction Conducting Officer (ACO) only.

2.1 Mode of communication of a request from the scrap purchaser, to the ACO, shall be:

(a) Email on the official email address of the ACO (to be duly notified in auction catalogue) from the IREPS registered email address of the scrap purchaser or (b) e- Auction Module of IREPS or (c) Hard copies through registered post / per-bearer.

2.2 ACO shall ensure that his official email account and e-Auction module of IREPS are checked for any communication(s) from any of the scrap purchaser(s), on every working day at suitable hours.

2.3 All communication(s), received in physical form through registered post / per bearer, shall be immediately diarized with following minimum information maintained in appropriate fields :

- (a) Sl. No.
- (b) Date of receipt and time
- (c) Letter from
- (d) Letter reference number and date
- (e) Subject matter of the letter, in brief
- (f) Action taken
- (g) Remarks



- 3.1 ACO shall ensure that the exercise to generate SROs, if any, is undertaken on every working day.
- 3.2 After depositing the Balance Sale Value (BSV) and generation of SRO, the scrap purchaser shall communicate with the ACO, through any convenient mode, as discussed above under Para (2.1).
- 3.3 While requesting delivery programme for sold scrap lot, the scrap purchaser must submit copy of SRO, copy of Power of Attorney (POA) (if any), copy of valid Identity Card (Driving License / Aadhaar ID / Passport / Voter ID Card) of the person in whose favour the POA is being issued, any other necessary documents, for taking delivery of the sold scrap lot.
- 4.1 The ACO shall initiate the process for fixing the delivery programme, within one working day, from the date of receipt of communication from the scrap purchaser, in the office of the ACO.
- 4.2 All internal communication with the concerned Branch Officer(s) / officials shall be done on e-office only.
- 4.3 ACO shall consult concerned (I) Sr.DEN / Sr.DME / Sr.DEE / Sr.DSTE / controlling officer of the custodian, for fixing of date(s) for delivery and nomination of delivery witnessing official(s), and (II) Sr.DFM / concerned Account Officer for ensuring presence of ISA / SV for witnessing the delivery on the proposed date(s), and (III) Sr.DSC / Security Officer for ensuring presence of RPF personnel for witnessing the delivery.
- 4.4 The whole process of fixing the delivery program will be completed within two working days and the delivery programme so fixed, shall be communicated to the scrap purchaser in three working days (including Saturday) in advance of the first day of delivery programme.
- 4.5 In case of any disagreement in any matter related to fixing of delivery programme / any other issue related to the request of the scrap purchaser, the matter shall be immediately brought to the knowledge of concerned ADRM / DRM / CWM / CAO, as the case may be, for necessary direction so as to resolve the matter within timelines, as mentioned above.
- 4.6 POA shall be submitted by the scrap purchaser in the format as per Annexure 'A' to this letter.
- 4.7 The ACO or his nominee shall verify the genuineness of the POA and other documents, by verifying the signature of the scrap purchaser on the POA with the signature of the scrap purchaser available on IREPS, and any other aspect considered necessary. The verified POA shall be sent to the controlling officer of the custodian and to the official(s) effecting delivery through email / e-Office.



- 4.8 After fixing the delivery programme, the same shall be immediately communicated to the Branch Officers / concerned controlling officer and delivery witnessing officials through their official emails / e-Office.
- 4.9 The delivery programme so fixed, shall be communicated to the scrap purchaser through their IREPS registered email address / e-Auction module of IREPS, depending upon the original mode of communication adopted by the scrap purchaser. However, if the request was received through post or per-bearer, delivery programme shall be communicated through IREPS registered email also for faster and effective communication. A letter may also be sent to the purchaser at his registered mobile / physically.
- 4.10 While communicating the delivery programme to the scrap purchaser, documents like verified copy of POA, copy of SRO, POA Identity Card, etc. shall be sent to them and copies docketed to the concerned Branch Officers / controlling officer and the delivery witnessing officials for information and necessary action.
5. The purchaser or his representative, on receiving the approved delivery programme, will approach the stockholder with the original Power of Attorney (if any), Identity Card and approved Delivery Programme letter and other necessary documents.
6. Delivery witnessing officials shall exercise due diligence on their part, to verify the genuineness of the original documents submitted by the scrap purchaser or his nominee, at the time of delivery, vis-a-vis documents forwarded to them by the ACO or their respective controlling officer. They may seek any required information from the ACO or the concerned BO, to effect the delivery as per delivery programme.
7. The Power of Attorney submitted by the purchaser will be retained by the stockholder.
8. All other communications received from scrap purchaser shall be dealt by the office of the ACO in a similar time bound manner, efficiently and effectively.
9. All ACOs shall ensure that these proposed guidelines are suitably incorporated in the auction catalogues for information of all prospective scrap purchasers, drawing their special attention. In this regard refer to Annexure B.
10. This has the approval of PCMM and shall be implemented with immediate effect.

**AJAY**  
**SONKER**  
Digitally signed  
by AJAY SONKER  
Date: 2023.12.01  
20:48:43 +05'30'

**(Ajay Sonker)**  
**Dy.CMM-II/HJP/ECR**

**Copy to:-**

All PHODs for kind information.  
All DRMs for kind information.



(Letter No.SMM/ECR/Stores Instruction Dated: 01.12.2023)

**PROFORMA FOR POWER OF ATTORNEY**

(On Rs.50.00/- Notary Stamp Paper)

I .....(Name), proprietor of .....(Name of Firm and Address, same as registered in IREPS) being the highest bidder in the E-Auction sale of Lot No..... of ..... (Name of Depot/Division) held on www.ireps.gov.in in Auction Catalogue No..... at (Date)..... and having paid the full amount of Rs..... towards the cost of materials against the said lot here by authorized, nominate and appoint Sri..... (Name)..... S/o Sri..... & (address)..... with Identity Card No..... (Driving License/Aadhaar Id/Passport/Voter ID Card) to receive all things, goods and articles from the ..... (designation of the Auction Conducting Officer) on behalf of the Principal Chief Materials Manager/ECR purchased by me in the E-Auction sale of the said lot and to pass the receipt thereof for and on my behalf.

And I hereby agree that all acts, deeds and things done by the said attorney shall be construed as acts, deeds and things done by me and I undertake to rectify and confirm all what-so-ever that my said attorney shall be or cause to be done for me, by virtue of the power hereby given.

In witness of I have signed this deed on this day.

**(Authorized Signatory)**



**Effective Communication between the Scrap Purchaser and the Auction Conducting Officer / Railway Administration at Post Auction Stage:**

(Following paras should be suitably incorporated in the terms & conditions of e-auction)

1.1 For all communications at post auction stage, Auction Conducting Officer (ACO) shall be the nodal agency. Scrap purchasers shall make all communications, e.g. request for fixing delivery programme with ACO only.

1.2 All email communication with the ACO from the scrap purchaser must be from his IREPS registered email address only.

2.0 All communications to ACO must be through (a) official email address of the ACO or (b) e-Auction Module of IREPS or (c) per bearer / registered post addressed to ACO. However, all prospective scrap purchasers are advised to adopt email or e-Auction Module of IREPS for effective and efficient communication.

3.0 For communication, following addresses may be noted:-

- (a) Official email address of ACO.....;**
- (b) Phone Nos. of ACO**
  - (i) Mobile No.....**
  - (ii) Landline No.....;**
- (c) Postal address of ACO Office .....**

4.1 After payment of BSV and generation of SRO, the scrap purchaser shall submit an application, requesting scrap delivery programme; along with the application, the scrap purchaser must submit a copy of (a) SRO, and (b) a copy of Power of Attorney, if any, and (c) copy of valid identity card (Driving license / Aadhaar / Passport / Voter ID Card) of the person in whose favour Power of Attorney has been given for effecting delivery of sold scrap.

4.2 All communications from scrap purchaser should reach office of the ACO seven working days in advance of proposed / desirable date of scrap delivery etc. The delivery programme will be fixed at the earliest possible, subject to administrative exigencies.

4.3 All scrap purchasers should avoid making any request for fixing programme for scrap delivery etc towards the end of free delivery period in their own interest.

5.0 Power of Attorney (POA) shall be submitted by the scrap purchaser in the format as per Annexure 'A'.

6.0 Scrap delivery programme shall be communicated to scrap purchaser through his IREPS registered email address / e-Auction Module of IREPS / registered post, depending



upon original mode of communication and address / link adopted by the scrap purchaser while sending his application.

7.0 The scrap purchaser shall approach the custodian of the sold lot for effecting delivery as per the delivery programme; he shall submit original Power of Attorney and original identity card and approved delivery programme and any other necessary documents, to the custodian for verification and effecting scrap delivery.

8.0 If a scrap purchaser resorts to use of any forged / fake / manipulated document or any other unfair means to gain any undue benefit from the railway administration, Civil and Criminal proceeding will be initiated against such person, as per the terms and conditions of e-auction and law of the land.