

EAST CENTRAL RAILWAY

Office of the
Controller of Stores
GF, Old GM Building, Hajipur

STORES INSTRUCTION NO- 52

Sub: Generation of Demand, Draft PO, PO and Receipt Note through MMIS

1. Depot and purchase Module of MMIS have been implemented in ECR.
 2. Demands for Stock items for the CP starting from 01.03.13 have been generated in March'12 from the system. For CP 01.04.13 and onwards, demands for stock items for all the stocking depots will be generated through MMIS. Schedule for generation of these demands have already been circulated.
 3. Purchase orders will be generated from MMIS from 01.04.12 onwards and hence forth no manual PO will be prepared. Following procedure in this regard will be followed:
Initially after acceptance of tender case, a draft PO will be generated from the system in one copy and the same will be sent to finance for checking along with the case file with initial of stores officer. This draft PO will be of 11 digits of which 1st 10 digits will be the tender case no. and the 11th digit will be from '0' to '9' depending upon the agency of purchase e.g. '1' for COS purchase, etc.
If during checking by finance any correction is to be incorporated in the draft PO, the same will be returned to stores for generation of new Draft PO with the incorporations of the correction as intimated by Finance. Draft PO found correct in all respect will be cleared by store finance endorsing the word "Cleared" with signature of SSO/AFA. After Clearing of PO by Finance, it will be sent to Stock control section which will click on the vetted button (authority for which has been provided only to the concerned AMM) and Purchase Order with 16 digit no. will be generated from the system. The 1st 11 digits of the PO will be the same as that of the draft PO and the last 5 digits will be the sl no which will start from 10001 and will automatically add to the next PO. Store will then resubmit the final PO having 16 digits no. generated by stock control section along with the "Cleared" draft PO to Finance for vetting of the final PO.
 4. As the system has been developed on-line, the details of POs placed will be available to the depots for further course of action pertaining to receipt and accountal of the materials. Concerned depots after receipt of material will enter the challan and other details in the system and then generate Receipt Note. Depot challan No will be generated automatically from the system. Receipt Note will be generated from the system after entry of challan and other required details.
 5. System of Numbering of POs and Receipt Notes has already been circulated to all concerned. This is to be followed strictly.
 6. A copy of Stores Instruction indicating schedule of generation of demand, Demand (for stock items), draft PO, Final PO and Receipt Note each is attached for your ready reference.
- This issues with the approval of competent authority & associate finance.

AMM/IC

for Controller of Stores

No. ECR/SMM/Stock Control/Stores Instruction

Dt. 20.04.2012

Cc: Secy to COS and FA&CAO for their kind information

All Purchase officers at HQs, All Depot and Divisional Store officers, All Sr DFMs

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22/4/12

Approved at
01-26 10:18