

East Central Railway

No. As above

Date: As signed

Minutes of the Depot & Divisional Officers Meeting (DOM) held on 12.09.2024 in the Old Conference Hall at Hajipur

The following points have been discussed during the Meeting:

S.No.	Actionable Points	Action to be taken
1	<p>Issue/ Receipt of Material :</p> <p>(i) Issue notes (DTI, SINT/Purchases, Normal issue notes (against CC 56,57) etc. are to be made only when depot is in readiness to dispatch the material. After posting issue note, no material should remain in ward more than 48 hours except those bulky materials like steel, WTA etc, which require more time to get shifted or transported.</p> <p>(ii) As soon as the material is received in other depot against any vouchers, the same should be acknowledged immediately without any delays (Not more than 3 days).</p> <p>(iii) Many depots are having pending vouchers of SINT/CP, SINT/DT, DRR etc due to inactive/casual approach of depot officers. All these vouchers should be cleared before 30.09.2024.</p> <p>(iv) If the material is purchased and received at a receipt depot for a particular depot (like MEMU/JAJ), the same is to be collected immediately and any further disposal of the same is to be arranged by the consignee depot only.</p>	All Stores Officers of ECR
2	<p><u>Rejection of material :</u></p> <p>About 6/7 rejections are pending against which recovery is due. Against any advance paid rejections, It is responsibility of depot officers to get the amount recovered from the firm whose material has got rejected. They have to make all out efforts and no stone should be left unturned.</p>	All Stores Officers of ECR
3	<p><u>Planning of Works/M&P Programme :</u></p> <p>(A) The depots were told the system of proposing works for their depots so that assets are created. Following steps are to be followed :</p> <ol style="list-style-type: none"> Rough layout finalization and fixation of location (to be approved by CMM/PCMM). Depot has to plan meticulously. Preparation of rough estimate (not detailed one) of the work. Administrative approval of PCMM on e-file. Uploading of the proposal on IRPSM for short listing by GM through CWE (for umbrella under PH 42). Parallelly the detailed designing of the proposed work should continue and taken approval from CMM/PCMM. Preparation of detail estimate and vetting of local accounts. Approval of DRM if value is less than 5 Cr. or approval of GM if value is more than 5 Cr. Preparation of tender document and finalization of tender <p>(B) The M&P powers are available for sanction with PCME/CWM/DRMs etc. All depots should utilize the same. The timings are important and they should be in constant touch with M-Branch officials to get the proposals submitted intime.</p>	All Stores Officers of ECR

4	<p><u>Conversion of non-unified to unified PL :</u></p> <p>A large no. of items is still stocked under non-unified PL. This creates problem in searching, getting assistance from other Railways. The following steps is to be followed for PLunification :</p> <ul style="list-style-type: none"> (i) The most prevalent PL in other Railways should be adopted as unified PL and accordingly new PL card be opened in depot. The linkage between old PL and new PL be incorporated so that same appears in history sheet. (ii) Remark may also be inserted in history sheet of both old PL as well as new PL. (iii) Immediately after opening, EAC/ Full stock of the old PL should be transferred to new PL and EAC of old PL be made Zero. (iv) All the ongoing tenders should be decided with the new PL only. (v) All demand in the old PL be cancelled and corresponding demand in the new PL be created. (vi) If there is any outstanding POs in the old PL, the same should be allowed to materialize and only thereafter the card be closed as per proper procedure. 	All Stores Officers of ECR
5	<p><u>Tender settlement :</u></p> <p>Tender settlement time in depots is high which needs to be reduced. One area is delay in additional fund certification.</p> <p>For tender cases up to 10 lakhs, no additional fund certification be obtained in case the PO value exceeds within 25%. In higher value cases, this limit will be 10%.</p>	All Stores Officers of ECR
6	<p><u>Stocking of Items:</u></p> <p>It was reported that WAG-7 spares are kept in TRS/GMO where such rolling stock is not maintained. The same should be transferred to TRS/SPJ or any other shed where the such rolling stock is maintained.</p> <p>All to remember that any Spares should be stocked in only those depots, where the particular rolling stock utilizing these spares is maintained.</p>	<p>All Stores Officers of ECR</p> <p>AMM/TRS/GMO</p>
7	<p><u>AAC review:</u></p> <p>Depot officer is fully competent to review AAC based on consumption pattern or any other factor known to them. Due to non-review of AAC, there is highest inventory, highest inactive/ surplus item and highest slow moving items in ECR compared to any other Zonal Railways. This situation is not good.</p> <p>Adequate instructions have already been issued. All to immediately start review of AAC.</p>	All Stores Officers of ECR
8	<p><u>Adequacy of Coverage :</u></p> <p>This is golden parameter of stores working. All depot should achieve 5% improvement every month and achieve at-least overall 75% adequacy by Dec-24.</p>	All Stores Officers of ECR
9	<p><u>Surplus and inactive item :</u></p> <ul style="list-style-type: none"> (i) Survey committee for disposal of surplus item will be issued shortly. Meanwhile, depot should identify & flag Surplus/ Inactive/ Not required/ slow moving items as sparable in IMMS. They 	All Stores Officers of HQ

	<p>should contact the Railways where the same can be used by seeing their IMMS position.</p> <p>It may be noted that some items are kept in other Railways under different PL. It may be ascertained where such Rolling stocks are maintained in which such items can be used.</p> <p>(ii) Any inactive/surplus item, which is basically not required, should not be activated by FALSELY issuing few pieces.</p> <p>(iii) The EAC of all inactive/Surplus items should be revised as per SI before 30/9/24.</p>	
10	<p><u>Transportation contract :</u></p> <p>Transportation contract should be available in all the divisions/depots where it is required at least 6 months in advance. Sr.DMM of different divisions will ensure the same. It was reported that Sr.DMM/DHN has not yet arranged transportation contract of all the depots under his control.</p>	<p>All Stores Officers of HQ</p> <p>Sr.DMM/DHN</p>
11	<p><u>Training of Staff :</u></p> <p>It is noted that depot officers and their staffs are not conversant with the different circulars issued by HQ/RB. Half day may be devoted per week during which all the staff can be called for training/interaction and all the instructions/rules etc. of ECR/RB/GeM be discussed thread bare.</p>	<p>All Stores Officers of HQ</p>
12	<p><u>Fire safety measures :</u></p> <p>It is seen that depots are not conducting mock drills and the same is held in superficial manner in some places.</p> <p>All depots will conduct fire drill before the next depot officers meet and play video during the next depot officers meeting.</p> <p>However, It should be ensured that fire extinguisher available in the depots, are not in damaged, old, rusted, pitted conditions. Such fire extinguishers should be replaced with new one and during fire drill only good quality fire extinguisher be used.</p>	<p>All Stores Officers of HQ</p>
13	<p><u>Deferment of PO :</u></p> <p>If the PO value (for a particular depot and not overall) is less than 15 lakhs, the deferment by splitting of quantity in two lots should not be done.</p> <p>If full quantity is to be deferred, the same may be proposed to concerned DY.CMM.</p>	<p>All Stores Officers of ECR</p>
14	<p><u>Inspections by Sr.DMMs</u></p> <p>All the depot officers are placed under Sr.DMM. However, many Sr.DMMs are not visiting the depot regularly.</p> <p>Sr.DMM must visit the local depot (in nearby areas) every week and depot situated at faraway places must be visited at least once in a month.</p> <p>They should also issue the instructions on deficiency noted by them in the depot. Their performance will be judged not only based on their divisional work but also based on the performance to depots under them.</p>	<p>All Sr.DMMs</p>
15	<p><u>Shifting of ALCO Loco/HHP loco items :</u></p> <p>(i) All HHP loco items are to be shifted to PTRU. The job must be completed before October'24 or earlier.</p> <p>(ii) All ALCO items are to be shifted to GSD premises of SPJ to be kept under the custody of DMS of DSL/SPJ.</p>	<p>All Stores Officers of ECR</p> <p>AMM/TRS/PTRU</p> <p>AMM/TRS/SPJ</p>

	(iii) DSL/SPJ depot may be renamed as TRS/SPJ depot and should stock only those items in depot premises which are under group 20-29. Other General items required by loco shed should be stocked in GSD/SPJ.	
16	<p><u>Acknowledgement of issued vouchers :</u></p> <p>(i) It is noted that a large no. of issued vouchers are still not acknowledged by the consignees. The same may be completed within 30.09.2024.</p> <p>(ii) As per GM instructions, no vouchers should remain unacknowledged by consignees beyond 7 days of receipt.</p> <p>(iii) Depot officer should intimate their consignee/shed in-charge/BOs that they must ensure compliance of GM's order failing which further issues may be suspended.</p> <p>(iv) Many UDM ledgers of consignees are not updated. Necessary coordination needs to be done by depot officers.</p>	All Depot Officers
17	16 nos. non-moving Bogie frame of TRS/GMO should be disposed early.	AMM/TRS/GMO
18	Remaining 02 stock sheets of BOXN/DDU are also to be closed within 10 days.	AMM/BOXN/DDU
19	In GSD/SPJ & GHZ, the contract for collection/ digging of scrap materials lying under bushes/shrubs should be finalized urgently. Fresh arisal should be demarcated / kept separately.	<p>AMM/GSD/SPJ</p> <p>AMM/GSD/GHZ</p>
20	<p><u>Retendered case status</u></p> <p>Retendered cases should be less than 10%. ECR is failing badly</p>	All Stores Officers
21	<p><u>EMD/SD position</u></p> <p>No EMD/SD is to be pending beyond 7 days of settlement of tender cases / 15 days of completion of contract. There are lot of Pending EMD/SD in all Depots/ HQ/ Division. A google sheet is to be made by Dy.CMM/3 and shared with depot to fill up the PDC/ Action taken Remarks</p>	<p>All Stores Officers</p> <p>Dy.CMM/3</p>
22	<p><u>Fund management</u></p> <p>(A) Sr.DMMs should propose proper revenue funds in RE 24-25/BE 25-26 for their office and all the depots under their control. They should be independent. Timeline will lapse in few days only</p> <p>(B) 0.2-0.4% of Contingency in each estimate is meant for stores department. It must be utilized for Depot improvement expenditures.</p>	All Sr.DMMs
23	<p><u>Scrap offering</u></p> <p>In next 30 days, 3000 MT each of P.Way be offered by divisions (DDU, DHN,DNR) and 2000 MT each be offered by 2 divisions (SEE & SPJ).</p> <p>Atleast 50000 Sleepers be chased and got offered by each Division in next 30 days.</p> <p>Dy.CMM/HRT has to make workshop scrap free within 31/3/25. He should chalk out the plan for transportation/ lot formation/auction of all scrap materials and submit to HQ in next 15 days. 2 Bin/ stack system be implemented in Depot.</p>	<p>All SrDMMs</p> <p>Dy.CMM/CRS/HRT</p>

24	<u>Updation of EAC</u> EAC updation of all items is required at PTRU. Depot is lagging behind badly.	AMM/TRS/PTRU
25	<u>Collection of material from other depot</u> Depot transfer among electric loco sheds at PTRU, GMO, DDU, BJU & SPJ be ensured to get the out of stock items. Out of stock in one depot but sufficient stock/over stock in other depot is not a good sign of coordination.	All Depot Officers
26	<u>Presentation of PPT in standard format</u> PPT be made properly by those who have not presented properly.	All Depot & Divisional Officers
27	<u>Swachhta campaign:</u> Swachhata Pakhwara will be celebrated in Oct-24. All depot premises is to be neat and clean. Trees may be planted. Draining of water from water logging area, Daily cleaning of Toilet and Urinal place with disinfectant, Housekeeping of the offices.	All Stores Officers
28.	<u>Local Purchase of Critical Stock items:</u> It has been noted that the Depot officers are making LP on same firm on which there are pending orders. Crisis items need to be purchased through LT/ Spl. LT to sources excluding those on whom orders are pending.	All Depot Officers
29.	All the Depot officer will make all the staff conversant with this DOM instructions as well as the earlier one within 3 days of issue of the same.	All Depot Officers

This is issued with the approval of PCMM.

Dy.CMM-IV/ECR/HJP

Copy to: All Stores Officer of ECR – for information and necessary action.