

I/127724/2024

East Central Railway

No. As above

Date: As signed

Depot & Divisional Officers Meeting (DOM) Minutes held on 29.07.2024 in the Old Conference Hall, Hajipur

1. Divisional & Depot Officers meeting was held and depot officers made presentation on the agenda item.
2. At present, ECR stands at the bottom of Stores shield criteria. All depot officers are advised to work hard and monitor all the parameters so that ECR can target to achieve the marks of 1300.
3. Close monitoring is to be done. MCDO and PPT should bring out action plan to improve the working on different stores parameters. All Stores officers should fully appreciate their work and work in focused and fashion manner.
4. An umbrella work of 15 crores has been sanctioned by Railway Board under which depots can submit their proposals for improvement of depots.
5. About 25% safety items are below 3 months stock which is not satisfactory. Procurement action at local level must start before the stock reaches 3 months level.
6. Collection from other depots/other Railways is to be ensured to make items available in good quantity.
7. Following instructions issued to depot officers for improvement in each depot performance parameters:-

SN	Item	Target	Instructions issued	Action by
i.	Safety items and Passenger amenity items	100%	All depot officers should start procurement action at local level before the stock reaches 3 months level.	All depot officers
ii.	Availability of other items	99%	All depot officers must resort to local purchase and review of AAC for such items to ensure availability to 99% by August end.	All depot officers
iii.	Improvement of depot infrastructure		CRW/HRT, DEMU/SEE, GSD/SPJ, TRS/GMO, DSD/DHN must upload proposal in 15 days. Other depots like DSD/DDU, GSD/GHZ should submit layout and item list in next 15 days. DSL/PTRU should chase up Gati Shakti unit of DHN division so that the proposal should be initiated. DSL/PTRU depot should be similar to TRS/BJU. The drawing/design should be finalised by AMM/PTRU, Sr.DMM/DHN and DY.CMM-IV. It should be shown to PCMM in next 15 days.	All depot officers

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iv.	TOR	Less than 30%	<p>All depots should achieve TOR by proper review of AAC for which they are fully competent. Regular coordination should be held and AAC of items not getting consumed properly should be brought to the notice of the consignee unit.</p> <p>AMM is fully competent to propose AAC revision based on consumption pattern.</p> <p>The situation of DSD/DHN, DEMU/SEE was found to be pathetic. Sr.DMM/DHN, AMM/SEE and AMM/JAJ have to take urgent action to improve TOR.</p> <p>Inventory should not be brought out by any kind of force issue and Store Instruction no.119 should be strictly followed for issue of material.</p>	All depot officers
v.	Inactive item	Less than 1% of last year CB	Inactive items should not be made active by fictitious issue of few nos. It should be ascertained whether the item can be used and action should be taken accordingly.	All depot officers
vi.	Disposal of surplus item	Less than 1% of last year CB	<p>All surplus items, which require survey committee, must be put up through survey sheet immediately for examination and comments by survey committee members. Within next 3 months, the surplus item should be brought down by at least 50%.</p> <p>It was informed that survey committee has not been constituted in many depots. DY.CMM-IV will initiate a note in this regard for approval of AGM.</p> <p>All ALCO Loco item is to be shifted to DSL/SPJ and all HHP item is to be shifted to DSL/PTRU so that a consolidated disposal/use can be done.</p>	All depot officers
vii.	Adequacy of item	More than 75%	It is poor in almost in all depots. It should be brought up more than 75% in every depot in next 3 months.	All depot officers
viii.	Timely grant of R/Note	Less than 7	No DRR should remain pending for more than 7 days. Old DRRs of	All depot officers

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		days	DSL/PTRU and DSL/SPJ should be cleared in next 3 months	
ix.	Stock sheets	Not older than 3 month	BOXN/DDU has 14 stock sheets pending which is to be cleared in next 10 days.	AMM /BOXN
x.	Rejection cases	Less than 45 days	Rejection cases should be disposed promptly. Pending Advance payment Rejection cases of GSD/SPJ and CRW/HRT to be disposed immediately.	All depot Officers
xi.	Non-Unified cards	NIL	Non-Unified cards to be closed within a month.	All depot Officers
xii.	SINT/DT cases	Not older than 1 month	If the material of SINT/DT is not dispatched to receiving depot within 1 month, SINT/DT is cancelled.	All depot Officers

8. Others instructions issued to depot officers are as under:-

- i. Training to be imparted to all staff.
- ii. Mock drill of Fire Extinguisher is conducted within 7 days. RPF staff should also be present in the mock drill.
- iii. Letter sent to HQ for review of coverage (deferment/cancellation) of high value PO must be reconciled with HQ timely.
- iv. Critical items are expedited from HQ and procurement against ERM at HQ without wait of any demand from depot.
- v. New transportation contract be placed immediately by all depots where not yet finalized.

Dy.CMM-IV/ECR/HJP

Copy to:

1. PCMM- for kind information please.
2. All CMM's- for kind information please.
3. All Dy.CMMs/ECR- kind information & necessary action please.
4. All Sr.DMMs/ECR- kind information & necessary action please.
5. All Depot Officers/ECR- kind information & necessary action please.