

Inspection Note No. 08/2024 dated: 09.10.2024

S/N	Observation/ Item Discussed	Action by
(A) TRS/DDU :		
1	Ramp of approx. 1:10 gradeability to be provided at the entry-exit of each ward/ locations for movement of material handling equipment (MHE). Depot should also utilize vertical space for stacking of material. Many top racks were found empty. Requisite material handling equipment, stackable pallets be purchased for movement and stocking of materials.	Sr. DMM/DDU AMM/TRS/DDU
2.	Depot officer is competent to fix the AAC for slow moving items. This may be completed in next 02 weeks.	Sr. DMM/DDU AMM/TRS/DDU
3	There is problem of slow internet. As all the activity of Stores is on line, OFC connectivity be extended upto depot or suitable alternate arrangement be made.	Sr.DSTE/DDU Sr.DMM/DDU AMM/TRS/DDU
4	A requisite check list/ internal procedure order for quantity verification of DA/oxygen/ LPG gas may be made and implemented.	Sr. DMM/DDU AMM/TRS/DDU
(B) DLS/DDU(Now merged to TRS/DDU)		
1	Racking units are available in depot. However, the installation is incomplete and the same is not even fixed to the ground with bolts. It was informed that the same was supplied by some local firm M/s Laxmi Trader about 6/7 years back and even the deck across the beams is not able to withstand the small load a material. Following may be done: (a) Requisite action be taken against the supplier. (b) The papers showing specification/design may be referred to find out the manufacturer and the load capacity of the system is to be confirmed. Load test may be done. The OEM or reputed agencies like Godrej may be consulted to advise how the system can be used. (c) All the depot officers should note that high rise racking unit are safety item and can be fatal if it gets toppled. The item is to be purchased with full safety certifications, Quality Check from reputed labs etc. and from proven manufacturers.	Sr. DMM/DDU AMM/TRS/DDU All Depot Officers
2	The roof sheets are defective/ leaky at few places. The same should be inspected by Engg. Deptt. and should be repaired /replaced.	Sr. DMM/DDU AMM/TRS/DDU

3.	The Dsl depot is to be vacated to all the ALCO Loco items and be utilized as a ward TRS/DDU to stock all Electric loco spares/ items.	Sr. DMM/DDU AMM/TRS/DDU
4	<p>Fork lift of Godrej make is reported under frequent breakdown. It is advised that all the such vital items must be repaired by OEM preferably for which adequate power has been delegated in model SOP. M&P items which have already surpassed their codal life and not fit for use should be condemned on top priority and proposal for purchase of new on replacement account should be initiated.</p> <p>MH operations needs to be mechanized as the number of Erstwhile Group D staff will come down day by day. Mechanization is also highly cost effective.</p>	<p>Sr. DMM/DDU AMM/TRS/DDU</p> <p>All Depot Officers</p>
(C) Scrap seen during the inspection/ Movement		
1	<p>Old and obsolete bogies and other misc scrap are found lying alongside Plant Depot line near SSE/Signal/Store.</p> <p>It is evident that Sr.DMM/DDU has not completed mapping mopping of scrap in even DDU location. The same may be completed as per SI in next 15 days by deputing Officers/ Staff and report be submitted to HQ. Godowns of ALL SSEs and all locations/ lines where scrap can accumulate must be visited.</p> <p>SrDMMs/ ACOs to take proactive approach and not remain apathetic/ indifferent on scrap disposal.</p>	<p>CMM-I DyCMM/IV Sr. DMM/DDU</p> <p>All SrDMMs DyCMM/HRT</p>
2	<p>Large quantity of 19 core signaling cable and other cables drums, other items are lying in the Godowns of DyCSTE / Works. Early utilization may be ensured.</p> <p>About 10-15 km 19C cable is also lying at SPJ Depot since last 4 year. The same may also be utilized.</p>	<p>PCSTE DyCSTE/Works/ DDU</p>
3	Large quantity of misc. scrap materials is lying in the Stores of Dy.CSTE/Works. All scrap to be offered for disposal within a month.	<p>Sr. DMM/DDU DyCSTE/Works/ DDU</p>
4	<p>Large Qty of Scrap was seen while passing through WCC lines. The same needs to be offered. SrDMM was advised that a particular/fixed/easily identifiable items like scrap flap door, Brake blocks spread over a large area can also be sold by stipulating in the catalogue that the firm will segregate and stack the such easily identifiable material lying in the defined area before taking delivery and delivery will start from one end (say from west side of line/road).</p> <p>I have also instructed in previous Inspection notes how several multiple sub lots can be sold together by combining and stipulating sequence of delivery in Catalogue.</p> <p>These processes expedite Scrap Disposal and Earning.</p>	<p>All SrDMMs DyCMM/HRT</p>
(D) Plant Depot /DDU		
1.	CWM/PD explained that annually 2000 MT Steels plates of different sizes are required for various activities in Plant Depot Workshop. Requirement of the same has already been sent to	<p>CMM/III/ECR DyCMM/V/ECR</p>

	PCMM office for procurement. Timely coverage be ensured by HQ.	
2.	CWM/PD highlighted the urgency of 3 numbers of EOT cranes. Tender for the same already opened and under decision at Head Quarter. Finalization of tender may be expedited.	CMM//ECR DyCMM/II
(E) BOXN Depot/DDU		
1.	Newly constructed ward no. 04 was inaugurated. The entire premises of depot is found neat and clean with proper stacking of materials in presentable form. It has certainly improved as compared my last visit in Feb-24. All the depot staff deserve the appreciation for their hard work done. Therefore, group award of Rs 10,000/- is sanctioned for their devotion and contribution.	Sr. DMM/DDU AMM/BOXN
2.	It is advised to maintain minimum aisle of above 4-4.5 meter in the wards for free movement of fork lift. One more fork lift suitable for lesser aisle movement be procured for BOXN depot.	Sr. DMM/DDU AMM/BOXN
3.	This depot apart from stocking Wagon items will be additionally used for stocking of engineering materials, the receipt of which is likely to start within 3 months. PL card of major items are already opened and opening of PL for remaining items be completed in next 10 days. The existing depot is to be extended by about 6000SQM for this purpose. The proposal for extension of exiting depot be finalized at the earliest.	Sr. DMM/DDU AMM/BOXN
4	It was advised to organize fortnightly combined meeting for regular training/ updating the staff regarding stores instructions and other directions issued from HQ/ RB time to time.	Sr. DMM/DDU AMM/BOXN AMM/TRS
F	Depot staff complained regarding non-promotion of Group-D (ADS) since long. Regular examination schedule may be followed in consultation of personal department at divisional level for promotion of all the staff working in division.	Sr. DMM/DDU Sr.DPO/DDU DyCMM/4
G	डिपो में राजभाषा हिंदी का प्रयोग संतोषजनक है और राजभाषा अधिनियम का पालन किया जा रहा है	SrDMM/DDU

PCMM/ECR/HJP

Distribution : (on e-office) :

- (i) PCSTE/ECR (item C2, C3),DRM/DDU: for information and na pl.
- (ii) All Stores Officers: for information and n.a.pl.