

## East Central Railway

### Minutes of the Divisional Officers Meeting held on 25.10.2024 in the Chamber of PCMM/ECR/HJP.

The following points have been discussed during the Divisional Officers Meeting held on 25.10.2024:

S.N.	Actionable Points	Action by
1.	<p><b><u>Issue of material and acknowledgment thereof :</u></b></p> <p>i) Vide Sr.16 of last DOM; instructions were issued to ensure acknowledgment of issued vouchers before further issues of materials to a Consignee. However, the progress is not satisfactory.</p> <p>ii) Hence forth, no depot will issue any material to the consignees, who have not given acknowledgment of issued vouchers pertaining to <b>ANY DEPOT OF ECR</b> pending for more than 7 days from the date of issue. However, SrDMMs/ DyCMMs can at their discretion in writing, can increase the time limit of 7 days to 15 days.</p> <p>iii) For dispensation beyond 15 days, due to some serious problem, a note be prepared by the consignee signed by his branch officer and sent through depot to DY.CMM-III for getting approval of PCMM/CMMs at HQ for allowing further issues of materials. Till then the issues will remain suspended for that Consignee.</p>	All Stores Officers
2.	<p><b><u>Rejection of material :</u></b></p> <p>Position is satisfactory for the depots. However, the advance payment cases needs to be monitored closely for the disposal by DY.CMM/HRT and AMM/GSD//SPJ, where such cases are pending.</p>	All Stores Officers DyCMM/HRT AMM/GSD/SPJ
3.	<p><b><u>Planning of works &amp; M&amp;P program me :</u></b></p> <p>i) None of the depot officer has proposed for purchase of M&amp;P under PCME/CWM/DRM powers. The same should be proposed and sent to DY.CMM-III for compilation and sending the proposal during next M&amp;P cycle.</p> <p>ii) The depot improvement proposal cleared by PCMM needs to be expedited. Depot officers have to take personal interest on this matter. Weekly progress of proposals be intimated on WA Group</p> <p>iii) Drawing/sketch of new PTRU stores depot to be finalized immediately in next 7 days. HQ approval of the drawing must be ensured by AMM/PTRU &amp; Sr.DMM/DHN.</p> <p>iv) Computer proposal on IRPSM of 234 nos initiated by Stores/HQ be expedited to overcome the crisis.</p> <p>v)</p>	All Stores Officers  Sr.DMM/DHN
4.	<p><b><u>Inventory Control :</u></b></p> <p>i) The TOR target is 30% per month and <b>NOT 30% AT YEAR END</b>. As such monthly target is to be maintained by all and no force issue is to be done for reduction of TOR.</p> <p>ii) Deferment of dues to avoid accumulation of stock beyond requirements should be advised to CMM by depot officer.</p> <p>iii) DP in high value POs should be given by all Purchase Officers in phased manner spanning the whole interim and contract period.</p>	All Stores Officers

5.	<p><b><u>Tender settlement, EMD/ SD refund, expeditious issue of P.O.:</u></b></p> <p>i) Many EMD /SD refund cases are still pending. Depot should clear all these cases within next 15 days. Sr.DMM/DHN will assist disposal of EMD of PTRU depot after getting requisite information from accounts.</p> <p>ii) Few cases have been observed, where PO has not been issued after issue of LOA. The same should be cleared. SMM/C&amp;W will guide the depot officer in this matter after taking a list of such pending LOAs.</p>	<p>All Stores Officers</p> <p>SrDMM/DHN</p>
6.	<p><b><u>EAC review :</u></b></p> <p>EAC needs to be reviewed every year at least two months prior to printing of stock demands.</p>	<p>All Stores Officers</p>
7.	<p><b><u>Adequacy of coverage :</u></b></p> <p>Almost all depot have failed to achieve 5% improvement every month as advised during last DOM. The same should be achieved.</p>	<p>All Stores Officers</p>
8	<p><b><u>Surplus and inactive items :</u></b></p> <p>i) The instructions issued in the last DOM should be followed.</p> <p>ii) 20% of surplus items should be disposed off every month by putting up the same to survey committee nominated as per SI-126.</p> <p>iii) Circulation of list of surplus item should be done properly with complete description (as given in last PO), quantity, Book-rate etc. ELS depots should give list to ELS of other Railways where locos holding are of same type. Similarly, DEMU should send list to DEMU shed of other Railways.</p>	<p>All Stores Officers</p>
9.	<p><b><u>Transport contract :</u></b></p> <p>All to follow the instructions given in last DOM. Sr.DMM/DHN and AMM/GHZ should finalize there contract immediately. Tender must be opened within 15 Dec. 2024. Contract should be finalized and should consist of both small as well as large vehicles.</p>	<p>All Stores Officers SrDMM/DHN AMM/GSD/GHZ</p>
10.	<p><b><u>Training of Staff :</u></b></p> <p>Every Tuesday, all depot officers will do a meeting with all staff including competent Group D and discuss all the latest stores instructions, DOM/POM Minutes for proper implementation.</p> <p>Monthly meeting be held at HQ for all staff.</p>	<p>All Stores Officers</p>
11.	<p><b><u>Fire safety measures :</u></b></p> <p>It should be ensured in view of fire incidents in past in ECR. First Aid box should be kept in every depot and the equipment of same should be changed within fixed frequency.</p>	<p>All Stores Officers</p>
12.	<p><b><u>Procurement of DSL loco spares and Other identified items:</u></b></p> <p>i) As instructed earlier all the required stock items for DSL locomotives be purchased on adhoc demands without increasing the EAC above 0.1/0.2 being inactive/surplus items of past. Before procurement, all out efforts is to be made to get good quality spares from other Railways as many items are surplus at many depots/sheds. Only bare minimum requirement needs to be purchased to get consumed</p>	<p>All Stores Officers</p> <p>SrDMM/DHN AMM/PTRU SrDMM/SPJ AMM/Dsl/SPJ</p>

	<p>in next one year time with a specific qty approval by PCEE/GM as per RB letters.</p> <p>ii) Sr.DMM/DHN and AMM/PTRU will procure all the spares for HHP Locos. Similarly SrDMM/SPJ and AMM/Dsl/SPJ will procure all the spares for Alco Locos. Once the consumption starts and some pattern is established, EAC will be ordered to be incorporated in IMMS by PCMM. The above power is delegated as per Part D Para 6B of MSOP by identifying these item-Groups by PCMM for regular purchase by concerned depot officers within their DA powers only.</p> <p>iii) Similarly Alum Ferric/ Acids (being bulky/ Hazadous items) will be purchased only by the Depot Officers / SrDMMs and not at HQ within their DA Powers.</p> <p>iv) DyCMM/III will identify any other items which can be procured by Depot /Divisions conveniently apart from above and issue a SI too.</p>	DyCMM/3/ECR
13.	<p><b><u>OTHER INSTRUCTIONS:</u></b></p> <p>i) The quotation contract for de-weeding/ clearing the jungles/bushes to mop up scrap at SPJ/HRT/GHZ Scrap depot needs to be expedited. Tender must be finalized by 31/12/24.</p> <p>ii) Any pending stock sheets to be cleared within 2 months at the max.</p> <p>iii) Any SINT/ DT need not be pending for more than a month.</p> <p>iv) All DRR should be done within 7 days. Necessary Coordination over phone be made to Consignee Officers for inspection and HQ CMMs/DyCMMs for DP extension. .</p> <p>v) Safety items/PA items- The material should always be more than 3 months. All depots to monitor closely.</p> <p>vi) Overall items should always be more than 99%.</p> <p>vii) Any e-MA should be cleared within 7 days by all the depots.</p> <p>viii) Rate Contract of Nut &amp; Bolt on per Kg basis may be explored by Concerned CMM.</p> <p>ix) Court cases of undelivered lots of DNR division should be focused and planned in a better manner for early disposal of pending scrap lots.</p> <p>x) Each item must be kept in ward with proper stacking and tagging for identification. Similarly all surplus items should be kept separately and identified with proper tagging. It will be helpful in early disposal of surplus items.</p>	<p>SrDMM/HRT SrDMM/SPJ AMM/GHZ</p> <p>All Stores Officers</p>

This is issued with the approval of PCMM.

Signed by

Rajeev Kumar

Date: 14.11.2024 18:18:31

Authority file No: as above

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

Dated : 14.11.2024.