

EAST CENTRAL RAILWAY

Office of the
Principal Chief Materials Manager
East Central Railway
Hajipur-844101

No. SMM/ECR/Stores Instruction/117

Dated: 12.04.2024

Stores Instruction No.117

**All Sr. DMMs
East Central Railway**

Sub: Procedure for Mapping and Mopping of Scrap.

General Manager has instructed to achieve mission Zero Scrap in ECR. Instructions for Mapping and Mopping of scrap was already given to all divisional officers by PCMM/ECR in the month of March itself so that the process of scrap disposal can be expedited.

However, it is seen that enough efforts have not been made in this area and many lines/sheds/depots/godowns/stations have not yet been visited by the nominated officials. Further, the mopping and mapping schedule made by few divisions covers SSE (P-Way) units only, leaving godowns/premises of all other SSEs of other departments.

1. Following guidelines are issued in this regard:

- a. Stores staff/officers in divisions may be nominated to undertake mapping/mopping and subsequent monitoring chasing up throughout the year.
- b. All the stations, all the ROH/other installations, all the godowns of SSEs of different Departments must be incorporated in the schedule and should be visited once in a month by the staff concerned and once in two months by the officer concerned.
- c. The inspection along different tracks be included in the mopping and mapping schedule. The staff concerned shall do the foot-plate inspection either in the Driver's Cab or in the Guard's Cabin or any other means.
- d. The staff/officer concerned must maintain a diary indicating the dates on which inspection has been done and list of items which they have identified. The items identified be quantified by them and the details be communicated to Sr.DMM by letter within 2/3 days of inspection. Copy of this letter with the annexure containing list of identified items, be also sent to the concerned B.O. in division for urgent actions. The diaries of the nominated staff must be checked by the nominated officer regularly.
- e. Not only scrap, but second hand and new items which have become obsolete due to design change or any other reason be also listed out for putting up to Survey Committee. Spares of ALCO Locos, obsolete spares of other rolling stock be also listed out.
- f. Whenever PCMM, CMMs visit for inspection, the nominated officer and the staff of all that section/station should accompany with diary and all other information.
- g. Officers and staff concerned should be in regular contact with the concerned SSEs to help them in offering the scrap. All-out effort is to be made so that all the scrap, unserviceable and obsolete items are identified and offered for sale by SSEs

expeditiously. If there is any problem in nomination of Survey Committee Members, the same may be brought to the notice of BOs and DY.CMM/HJP dealing with scrap matter.

- h. Before visiting the premises of SSE/P-Way, the quantum of scrap under different heads as per TMS in IREPS must be seen and noted.

Sr. DMMs should prepare a check-list for things to be inspected by the Stores staff.

The following information may be collected and chased up while visiting the premises of SSE/P-Ways:

- i. The returned lots in TMS should be chased up if it is lying with SSEs/AENs for certain clarifications.
 - ii. The quantity of second hand/scrap Rails and P-way available in RM register but not uploaded in TMS for Scrap Sale, (The register may be maintained by SSE in UDM or TMS or Manual).
 - iii. The quantity of items in these RM registers which are under lot formation but going to be uploaded in TMS for scrap sale shortly.
 - iv. The list of obsolete items (new or second hand) or machines, old structures/Goomties, redundant Tracks which are not required any more but which is lying in the sections and godowns without any action. It should be ascertained whether these items have been put to survey committee or not. Related correspondences by PWIs may be collected.
 - v. Any other item identified as scrap or any area which can be helpful in increasing the scrap sale.
- (2) The revised schedule in line with the aforesaid instructions may be made expeditiously by you in next 3-4 days and circulated to all nominated officers and their staff.
- (3) Mapping and Mopping exercise may be undertaken in first month of every quarter and report be submitted by the end of the month. For example, the Mapping and Mopping for quarter first of 2024-25 should be completed by 30.04.2024.
- (4) Similar Mapping and Mopping exercise be undertaken in future financial year too.
- (5) The BOs in division may be approached to associate their staff in this exercise.

This is issued with the approval of PCMM.

Ravindra
Prasad

(Ravindra Prasad)
CMM-I/ECR/HJP

Digitally signed by Ravindra
Prasad
Date: 2024.04.13 13:07:21
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- Copy to :
- (1) Secy. to GM : For kind information of GM please.
 - (2) PCMM, All CMMs: For kind information.
 - (3) All DRMs: For kind information and necessary assistance.