

EAST CENTRAL RAILWAY

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

No. SMM/ECR/Stores Instruction/118/ Updation of AAC

Dated: 12.04.2024

Stores Instruction No.118- Updation of AAC in iMMIS

All Stores Officers  
East Central railway

Sub: Updation of AAC in iMMIS for CP 2024-25

Ref: Railway Board's letter no.2023/RS(M)/SCM dated: 20.12.2023

Reference above, consignee-wise AAC for all items was to be fed in iMMIS system before 01.03.2024. However, it is seen that hardly for 10% of the items, AAC Updation has been done till now due to which demands for many items are not getting generated.

Further, it is noted that previous AAC entries for many items have not been updated since many years and in such cases, there is large mismatch between consumption and projected AAC.

As discussed in Details in POM dated 15-4-24, to regulate the AAC and expedite the Updation of Consignee wise AAC, following is decided:

1. For all PL groups against which demands are to be printed on 1<sup>st</sup> May, the Updation should be completed within 30.04.2024 and for all remaining items; it should be completed by 15<sup>th</sup> May, 2024. All AAC proposals are to be sent by Depot Officers to Concerned Dy CMM of HQ for Authorization.

2. **For Shed attached depots where consignee is only one or few :**

- (i) If the AAC is already vetted by associated finance and approved, the same should be fed in iMMS and sent to concerned Dy.CMM online for authorization.
- (ii) In case, AAC has not yet been processed by the consignee and vetted and approved, Depot officers will fix the AAC realistically themselves based on weighted past consumption of the item or maximum consumption of last 3 financial years.

However to take care of out of stock period, criticality of the item, nature of item, anticipated higher consumption in future due to increase in activity etc., Depot officers with due application of mind and prudence can escalate it suitably. Normally an escalation by maximum 15% for A category item, 30% for B category item and 50% for C/D category item over the weighted or maximum consumption be done in AAC.

In case AAC is to be fixed beyond this escalation limits, approval of SAG officer of Technical department and Stores department is to be taken, on the justification furnished by consignee. The justification may clearly bring out whether AAC increase is due to enhancement of POH/ROH/holding/activity of the unit, change in maintenance practice or any other reason. Quantitative justification may be given. Format is given as Annex.-A

For A Category items, the AAC will require vetting (Ref Para 4 below)

**3. General Stores Depots :**

- (i) For general stores depot where there are many consignees and it is not possible to obtain AAC confirmation from all consignees, the AAC may be fixed by depot officer themselves as per para 3(ii) above and/or vetted AAC if available with them for any consignee(s).
- (ii) Consignee-wise break up in iMMS may be given for major consignees to whom such item is issued by them and in case of escalation beyond escalation limits, the approval of SAG officer of Major Consignees only and CMM be obtained.

**4. Vetting/ Authorization of AAC for A category items**

- (i) FA&CAO/WST has agreed to the proposal (in e-office file computer no.269848) that:
  - a) if the AAC of A category item is already vetted by field account officers on e-file, only authorization of the same be done in iMMS system by HQ finance officer exactly based on vetted AAC in e-file.
  - b) In case, the AAC of any item is proposed by HQ duly approved by executive department and Stores department, the same should be both vetted and authorized by HQ finance officer in iMMS system.
- (ii) Hence Depot officers may forward such AAC proposal in iMMS along with e-file in e-office to concerned Dy.CMM for authorization/vetting at HQ finance as the case may be.

**5. Purchase officers will ensure following :**

- (i) At the stage of making purchase proposal, it may be ensured that the AACs are updated at least once in 2024 in iMMS history sheet.
- (ii) While deliberating/discussing the NPQ, they will examine that AAC is realistic and reasonable in case there is large variation in AAC with respect to Consumption. In case of such anomaly, they may seek confirmation from depot officer/consignee/Technical member.

**6. AAC of Surplus /Inactive/Not Required items :**

- (i) If Stock/Dues is Nil, AAC be Fed as Zero to prevent inadvertent purchases.
- (ii) Where stock/Dues is available, the AAC may immediately be fed as '0.1' for Surplus and '0.2' for inactive for easy identification and preventing inadvertent purchases. If any item is identified to be not required at any instance, AAC may be fed as '0.1'



- (iii) All Alco loco Items will be treated as Surplus and in case something is required for still running Alco items, they may be purchased by SrDMM/SPJ only against a special Stock demand only with the approval of CA.

This is issued with the approval of PCMM.

ANNEX-A

AAC Increase Proposal

1	PL NO					
2	Description					
3	ABC Category		Unit			
4	Last 3 years and Current Consumption		LLLY	LLY	Last Year	Current Year
5	Weighted Consumption					
6	Previous AAC					
7	Proposed New AAC					
8	Why AAC is being Increased?					
9	Quantitative Analysis of Basis of New AAC					
10	BAR					
11	Additional Fund Requirement					
12	How Additional Fund will be provided?					

Digitally Signed by Sujeet  
Kumar  
Date: 22-04-2024 07:49:20  
Reason: Approved

**East Central Railway**

**Minutes of the Purchase Officers Meeting held on 04.04.2024 in the Chamber of PCMM/ECR/HJP.**

The following points have been discussed during the Purchase Officers Meeting :

S.No.	Actionable Points	Action to be taken
1.	The latest IRS conditions of contract includes para on conflict of interest. All the tenders should have suitable clause in the tender document as Special conditions of Contract inviting attention of the firms. Tender document of SR may be referred to incorporate these conditions.	All Stores Officer of ECR
2.	Changing of inspection clause : For accepting the inspection clause different from the tendered clause, it may be noted that ineligible firm should not be made eligible by calling required documents from the firm. For this purpose, proper eligibility condition needs to be mentioned in the tender itself. Request for acceptance for change of Inspection Clause is not acceptable after placing the PO, except in emergencies with the approval of concerned CMMs.	All Stores Officer of ECR
3.	It has been noted that many consignees are having large quantity stock in UDM. To ensure proper inventory, the stock with the consignees beyond 2 months requirement may be considered as stock in hand and net procurement quantity may be calculated accordingly. If the UDM balances are unrealistic; the consignees may be asked to post the vouchers of already issued material if not yet posted.	All Stores Officer of ECR
4.	Railway specific item with IRS/RDSO/PU's/CORE etc. specification be purchased by only on IREPS platform as being done in other Railways.	All Stores Officer of ECR
5.	Many ALCO locomotives are still running in ECR. As per the extant orders, any procurement of ALCO locomotives items requires GM's approval.  Since, almost all Railways are having surplus ALCO locomotives items, first all out effort is to be made to collect the same from those Railways before initiating any fresh purchases.  All purchases of ALCO Loco item (GP 10-15) shall be done by AMM/DSL/SPJ office only. Any collection from other Railways will be arranged by them.	All Stores Officer of ECR