



पूर्व मध्य रेल/EAST CENTRAL RAILWAY  
प्र. मुख्य सामग्री प्रबंधक का कार्यालय  
Office of the Principal Chief Material Manager  
Hajipur-844101

Stores Instruction No:119 Dated: 25.4.24

**Sub: Effective use of UDM (User Depot Model) by Stores Officers.**

Ref: RB letter No. 2024/RS(IC)/166/1 Dated 04.04.2024 (Attached)

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UDM has been implemented in ECR due to which the quantity available at the user's end is accessible by all the depot officers and purchase officers. To make effective use of the same as instructed vide reference above by RB, following instructions are issued.

1. **NPQ (Net Procurable Quantity):** While deciding stores tender of any stock item, all the purchase officers will look at the stock available with consignee in UDM as appearing in the position sheet. If the total stock is up to TWO month's requirement of East Central Railway, the quantity in UDM will not be taken into calculation of NPQ. In case, the stock is more than TWO months, the excess quantity above TWO month's requirements will be treated as stock and NPQ will be calculated accordingly. \* However, this limit will be reviewed in due course.
2. **Calculation of Demand Quantity by Depot Officers:** Similarly depot officers while preparing the stock demand will consider the excess stock available beyond TWO month with consignees allocated to their depots as their own stock and calculate the demand quantity accordingly. A remark should also be given in the demand regarding the quantity available with consignees allocated to their depots.

However, following types of stock held by the consignee will not be part of NPQ/Demand calculation as per 1 & 2 above:

- i) The stock held by consignees already charged to estimates like construction or project.
- ii) The stock which is reflected in the UDM but already distributed to the staff and are of generally T&P type of items like Walkie-talkie, Computers, telephone sets etc.
- iii) However a remark in the demand must be given with reasoning regarding (i) and (ii) also.

**2.1 For identification of such cases easily,** the Consignees may be asked to adopt the Category Code in the UDM-Ledgers, which is inherent part of UDM system. The Category Code be adopted in ECR as given in Annex-A.

3. **Issue of Stock items by Stores Depot:** The issue of material will only be made under Card Code 57 in UDM.

The UDM stock available to the consignee is now visible to DMS's when they issue any material to them. To ensure that excess materials do not accumulate at consignees end and expenditure is minimized, following may be strictly ensured.

- i) All CDMS/DMS of Wards will ensure that any items is issued to a particular consignee only when the UDM stock available with him for that particular item is less than 1 month's consumption Qty. In case the same is due to non postings of the ledger, the consignees be asked to immediately post the ledgers.

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- ii) In exceptional situation, where the consignee demands the material even after having more than 1 Months stock in their UDM account, only with justified explanation, then the DMS/CDMS can issue limited quantity of the material to that consignee with the approval from depot officer.
4. **Online Acknowledgement of issued Materials by Consignees:** The issued materials must be acknowledged by Consignees in UDM immediately on receipt by them not beyond 7 days. This may be ensured by all the depot officers as the unacknowledged issue notes are easily visible in iMMS system.
- i) UDM system does not allow preparation of New Requisition for an item in case the number of unacknowledged issue notes is more than 2 for same consignee/ same item.
- ii) Similarly, a message is popped up when the number of issue Vouchers pending for acknowledgment by any Consignee for all items issued more than 2 months back > 25. In such Cases, further issues may be suspended temporarily till the acknowledgement is received. Only in emergency with the Approval of BOs of Consignee, additional issues can be made.
5. **Adoption of correct PL Code in Purchase Orders and Digital Ledgers of UDM by Purchase officers and Consignee:** It has been noted that many stock items Signalling Cables, Track Fittings etc. are purchased against non-stock demands. However, accountal in UDM is done under different item Code/PL Code. Due to same, the stock of item cannot be ascertained conveniently and correctly. Hence, the following instructions are issued.
- i) *For the Stock Items of ECR which are covered against non-stock demands,* Purchase Proposals and Purchase Order will bear the stock PL only and the Accountal in the Digital Ledger of UDM will be done in the same PL henceforth. No change of PL code in the Digital Ledger of UDM is permitted.
- ii) *The stock items of ECR, which are received from stocking depots or Non-Stock items received directly by Consignee with 8 digit numeric PL Code,* be accounted for in their Digital Ledgers of UDM by Consignees under the same PL Code. No change is permitted.

All may please ensure compliance of the above instructions so that UDM is used effectively.

This issued with the approval of the PCMM.

JITESH  
KUMAR  
MANDAL

Digitally signed by  
JITESH KUMAR  
MANDAL  
Date: 2024.04.26  
12:48:00 +05'30'

DyCMM-II/ECR/HJP  
For Principal Chief Material Manager

Copy to:

1. PCMM, PFA, FA&CAO/WST, All CMMs: for kind information pl.
2. All Purchase Officers & All Depot Officers for information & necessary action pl.



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Annex A

**Sub: Category-Code of Stores to be used/fed in UDM of ECR.**

In UDM system, the items are to be kept under different Category. It is observed that in UDM, many consignees are not updating the category of stores in their Ledgers which creates problem while deciding the quantity to be procured. Hence all Consignees are advised to adopt the following Categories of stores in UDM.

**Category of Stores in UDM in ECR**

Category Code	Definition
<b>Category10- Ordinary New Stores</b>	New items received from stores depot either by Open line (Revenue) or by Workshop (WMS). Its Price will be the same as the issue price of that item from stores depot. For Non Stock items, it will be purchase Rates of PO.
<b>Category20 Second hand stores</b>	All released material which can be reused as it is or by local minor repairs in-house. The rate of such Second Hand Materials to be kept as half the rate of new items for purely ferrous items and 2/3 <sup>rd</sup> rate of New item for all Non-Ferrous/other items.  Apart from above, all distributed stocks to staff like Walkie Talkie/ Torchers/Tools and plants etc. the accountal of which is maintained in ledgers of the supervisors to keep a track of the distributed stores will be categorized as Second Hand to distinguish it from the new stores which have not yet been distributed.
<b>Category30 Repairable Stores</b>	Major repairable items either by outside party or by HRT Workshop/ Sheds. e.g. Released CTRB/Released DG/released Loco Transformer which is to be repaired by an outsider or by Railways itself. Pricing will be in same manner as for second Hand Materials.
<b>Category40/50</b>	Not to be used in UDM of ECR.
<b>Category60 Special Stores</b>	Stock or non stock Stores reserved exclusively for works and other special purposes by Construction/Project Department. Rate will be as of New Material. e. g. All S&T items used for Project/Construction except those required by Open line will be categorized here.  (Consignees to Read, Check and understand the difference between Category 10 and Category 60)
<b>Category70- Emergency Stores</b>	Not to be used in UDM of ECR.
<b>Category80 Scrap Stores</b>	All Scrap/obsolete items. Occasionally scrap may consist of second – hand or even new obsolete material which the Railway can neither consume itself nor can dispose of to other Railways. If they are originally in ledgers under the new Category, they have to be transferred in this Category after condemnation/survey committee sanction/approval of the controlling officer. If they are Scrap ab-initio, they may be categorized here directly. Rate will be as per rates of Scrap Schedule of ECR.

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भारत सरकार Government of India  
रेल मंत्रालय Ministry of Railways  
रेलवे बोर्ड (Railway Board)



No. 2024/RS(IC)/166/1

नई दिल्ली New Delhi Dated: 04.04.2024

The General Managers, All Indian Railways/PUs, NF(C), CORE  
DG, RDSO/Lucknow, NAIR/Vadodara,  
PCAO, PLW/Patiala, COFMOW/New Delhi  
CAO, WPO/Patna, RWP/ Bela.

**Sub: Effective use of 'User Depot Module' (UDM) of IREPS.**

User Depot Module (UDM) of IREPS was launched on pan India basis in November, 2020, to digitize all material management activities at user end. The module enables online visibility of consumption pattern and inventory to all stakeholders over Indian Railways, hence, is an effective tool for better procurement decisions, monitoring and optimum utilization of resources. Effective use of UDM was emphasized by Board vide CRB & CEO's D.O. letter No.2022/RS(M)/Paperless Working/UDM dated 04.06.2022. The D.O. letter inter alia emphasized that from 1<sup>st</sup> July 2022 all such transactions would be through UDM and only e-ledgers would be maintained by stockholders. All Zones and Production Units have confirmed compliance to the same.

2. During a review meeting with PCMMs on 24.01.2024, most of the PCMMs mentioned that UDM data regarding consumption and available stock for many consignees are not reliable. As all receipts, be it from trade or from stores depots, are only through UDM, such inconsistency in data is mainly due to non-generation of issue vouchers through UDM (i.e. issuing material on paper without making entry in UDM). Many PCMMs opined that reliance on such faulty data for calculating the procurable quantity for stock items may result into less/ excess procurement. Such a situation may not only lead to poor inventory management but also affect production/ maintenance/ operation.

3. In view of above and to ensure UDM data reliability, following is decided:


- i). All consignees should update their material inventory in UDM and all material transactions at user-end should be carried out through UDM. Maintaining physical ledgers for materials, if any, should be discontinued immediately. After 01.06.2024 only e-ledgers in UDM shall be considered as authentic.
- ii). After 01.06.2024, stock available in UDM shall also be taken into consideration besides stock in stores depots, while taking procurement decision for stock items and for judging adequacy of coverage.
- iii). After 01.06.2024, stock verification of consignee depots should be done based on e-ledgers in UDM. Stock verification in stores depot will continue as being done presently.
- iv) After 01.06.2024 any proposal for closure of stock sheet on account of non updation of UDM shall not be considered.
- v) Physical ledgers which will be or have been closed should be kept in safe custody as per extant provisions.



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4. Zonal Railways may also consider putting in suitable checks for regulating issues to consignees based on stock available with them in UDM e-Ledgers.


This is issued with the concurrence of Accounts Directorate of Railway Board.

  
(Chandan Kumar)  
Director Railway Stores(IC)  
Railway Board

No. 2024/RS(IC)/166/1

Dated:04.04.2024

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Directors of Audit, All Indian Railways

  
For Member Finance  
Railway Board

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Chief Commissioner, Railway Safety, Lucknow  
Zonal Railway Training Institute, Sukadia Circle, Udaipur

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