

EAST CENTRAL RAILWAY

Office of the
Principal Chief Materials Manager
Hajipur, Bihar, 844101

Stores Instruction No: 130 dated 15.01.2025

**All Stores Officers,
E. C. Railway, Hajipur**

Sub: Streamlining the process of refund of Security Deposit in Stores contracts
Ref: Railway Board's L/No: 86/RS(G)/164/C/1 dated 18.08.1987

It has been observed that large numbers of cases for refund of SD remain pending for long. Some cases are pending even for more than 10 years. Railway Board on several occasions has emphasized for release of SD within 60 days from completion of all contractual obligations.

During review of the reasons for delay, it has been noted that while processing refund of SD, certain documents/reports are being asked for manually, which are not required after complete digitization of all activities of Stores Department.

In view of the above, to streamline the process, refund of Security Deposit in Stores contracts may be processed based on following documents:

1. Completion report generated from IREPS/IMMIS/UDM. In cases, where supply status against the contract is not available online, manual completion report may be obtained from consignee/depot.
2. No Claim Certificate from the firm.
3. If warranty BG is required, then only after receipt of the same, refund of SD should be processed.
4. Cases where installation, commissioning and testing of the supplied material are required and status of the same is not available online, then refund of SD should be processed after taking confirmation of the same from Consignee.

At the time of refund of SD, the paying authority shall invariably check for any outstanding dues/recoveries against the firm and refund of SD amount to be made accordingly.

This is issued with the approval of PCMM/ECR/HJP.

**KISHOR
MALAKAR**

Digitally signed by
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(Kishor Malakar)
Sr. Materials Manager (C&W)
E. C. Railway, Hajipur

Authority File No: ECR-HQ0STR(POL)/3/2024-O/o Dy.CMM/V/HQ/ECR
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