

EAST CENTRAL RAILWAY

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

Stores Instruction No: 121A dated 11.03.2025

All Stores Officers,
E. C. Railway

Sub: Revision of format of MCDO to be sent by depots every month to HQ
Ref: Stores Instruction No: 121 dated 29.06.2024

The current format of MCDO being sent by depots every month to HQ has been reviewed and in order to better monitor the performance of the stores depots, it has been decided to revise the format of MCDO in line with Stores Shield Criteria and other relevant parameters and accordingly following instructions are being issued:

1. The format of MCDO has been revised and is being attached herewith. The format has been filled with some dummy data for better understanding.
2. The medium of submission of MCDO shall be e-file. An e-office file shall be created by respective depots with the title "**MCDO of DEPOT_NAME (Depot Code - XX) to be submitted to PCMM Office on 5th of every month**". The e-office file shall be returned to respective depots by middle of every month along with actionable points / suitable instructions from the office of PCMM.
3. The pdf of monthly MCDO is to be attached in the corresponding side and the file is to be submitted to PCMM duly routed through Sr. DMM of the division and administrative CMM of the depot. Sr. DMM and CMM shall offer their remarks regarding the points noticed in the MCDO. CRW/HRT may directly submit the MCDO through concerned CMM to PCMM.

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

DA: Revised format of MCDO

**KISHOR
MALAKAR**

Digitally signed by
KISHOR MALAKAR
Date: 2025.03.11
11:08:16 +05'30'

(Kishor Malakar)

Sr. Materials Manager (C&W)
E. C. Railway, Hajipur

Authority File No: ECR-HQ0STR(ICIT)/0002/2024-O/o Dy.CMM/IV/HQ/ECR-Part(3)
Computer No: 300921

EAST CENTRAL RAILWAY **STORES DEPARTMENT**

MCDO for **GSD/SPJ** for the month of **March, 2025**

1. Availability of items:

A. Achievement vis-à-vis target:

Category of items	Target	Achieved	Remarks
Safety (>3-month stock)	100%		
Passenger Necessity (>3-month stock)	100%		
Must Change (>3-month stock)	100%		
Overall (>NIL stock)	99%		

B. Action Taken on Safety/Passenger Necessity/Must Change items with less than 3 months stock:

SI	PL No	Description	Stock/ AAC	Type of item*	HQ Coverage Details	Details of Local Purchase done	Remarks for efforts taken by Depot
1							
2							
3							

* Mention code S/PN/MC etc.

C. Top 10 critical items requiring assistance from HQ:

SI	PL No	Description	AAC	Stock	Coverage Details	Action taken by Depot and Action required from HQ
1	38130713	Coupler Body	410	5		
2						
3						

D. Adequacy of coverage:

Parameter	Target	Actual	Action taken to achieve target
Adequacy of coverage (percentage of items with stock + covered dues more than 06 months requirement)	80%	65%	

2. Inventory Management:

A. TOR:

Parameter	Achievement		Action taken to achieve target
	Current year upto	Previous year upto	

	the month	the month	
Target (30%)	18%	20%	

B. List of top 25 overstock items downloaded from IMMIS in descending order of their value:

SI	PL No	Description	AAC	Stock	Reason of overstock	Efforts taken by Depot	Has AAC been examined?
1							
2							
3							

C. Slow-moving items: (Target: 10%)

(During Mar-Oct month's MCDO, position of Feb is to be given. For Nov-Feb month's MCDO, position of just previous month is to be given)

Parameter	Total items in Depot	No of SM Items	Percent (%)	No of items for which AAC has been Reduced	No of items which have been marked as spare in IMMIS	Any other efforts taken by depot
SM items (in numbers)						
SM items (in value)						

D. Inactive/surplus items:

Type	OB		Accrued		Disposed		CB	
	No	Value	No	Value	No	Value	No	Value
Inactive	15	1.10 L	1	0.05 L	7	0.85 L	7	0.65 L
Surplus	24	2.70 L	0	0	6	0.11 L	18	2.49 L

E. Survey Committee for surplus items:

No of Surplus items	Items offered to other railways/ depots	Balance items	No of items with value > Rs 5000.00	No of items offered to survey committee	No of items for which Survey Sheet has been sanctioned

F. Review of AAC of inactive/surplus items as per Stores Instruction No 132:

Category	No of items as on date	No of items for which AAC has been examined	No of items for which AAC has been reduced	Reason for pendency
Inactive				
Surplus				

G. Deferment of covered dues to be done by HQ:

SI	PL No	Item Description	AAC	Stock	PO Details	PO Qty	Qty to be deferred and period to which deferment to be done
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1							
2							
3							

Note: Once PO is issued by HQ for any item (especially high value item/shelf-life item), Depot officer should go through the details of the PO including the DP, analyse that the DP is as per requirement and is well spread in severable lots, so that it will not result in overstocking/high inventory/crisis and report to HQ immediately for any amendment specially, if required. List of such requests made in the month and compliance of earlier requests to be highlighted.

3. Scrap Management:

A. Details of top 20 unsold scrap lots mapped in depot officer's jurisdiction:

(Jurisdiction/ Sections/Units is to be decided by Sr. DMM including P-way Sections of Lines, Godowns of all SSEs. Depot officer has to be in touch with other departments' supervisors and do foot by foot mapping/mopping too.)

Sl	Lot Description	Custodian	Location/Station	Qty	Ferrous/ Non-Ferrous	Date of Mapping
1						
2						
3						

B. Mapping/Mopping Details of Last month by Depot Officers and his DMSs:

Sl	Unit/Section	Inspection date	Who inspected? Depot Officer or DMS?	Approx. Qty of Scrap located.	Date on which Inspection Note/Details submitted to Sr. DMM
1					
2					
3					

4. Stock Sheet/Accounts Note/Audit Para/Draft Para/Special letter:

A. Pending Stock Sheet/Accounts Note/Audit Para/Draft Para/Special letter:

Parameter/ Type	OB	Accrued	Cleared	CB	Remarks
Stock Sheet					
Accounts Note					
Audit Para					
Draft Para/ Provisional Para					
Special letter					

B. Details of the above items pending for more than 30 days:

Sl	Description/ Subject	Pending Since	Brief Details	Action taken for clearance by Depot	PDC
1					
2					
3					

5. Stock Verification:

A. Stock Verification (Accounts):

Total items	Verified during the month	Total items verified in the year	Discrepancy found (if any) and action taken
345	0	3	

B. Stock Verification (Departmental) month wise for last 2 years:

(Fill the target for every month as per SI-122 and achievement)

Month	Target (No of items to be verified)	Achieved (No of items verified)	Reason for pendency
Jan, 24			
Feb, 24			
Mar, 24			
Apr, 24			
May, 24			
June, 24			
July, 24			
Aug, 24			
Sept, 24			
Oct, 24			
Nov, 24			
Dec, 24			
Jan, 25			
Feb, 25			
Mar, 25			
Apr, 25			
May, 25			
June, 25			
July, 25			
Aug, 25			
Sept, 25			
Oct, 25			
Nov, 25			
Dec, 25			

6. SINT as per IMMIS:**A. SINT-DT (Depot Transfer) in receiving depot pending for more than 30 days:**

SI	PL No	Description	Issuing Depot	Issue Date	Issue Qty	Reason for pendency and action taken for clearance. Has letter been sent to issuing depot and their response?

B. SINT-CP (Purchase) in intermediate depot pending for more than 30 days:

SI	PL No	Description	Ultimate Consignee Depot	Date of Receipt	Qty	PO Details	Reason for pendency and action taken for clearance

7. DRR:

A. R/Note timing:

Parameter	Target	Actual	Action taken to reduce R/Note timing
R/Note timing (upto last month)	7 days	4.9 days	
No of cases where DRR pending for more than 7 days	Zero	4	

B. List / Details of cases where material accountal pending for more than 15 days:

SI	DRR No	PL No & Item Description	Date of receipt	Reason for delay and action taken
1	R1230056	Coupler body	05.01.2023	
2	R1240001	Brake pipe	15.02.2024	
3				

C. List of pending cases where DRR has not yet been posted in IMMIS but material received:

SI	PL No	Item Description	Date of receipt	Reason for delay and action taken
1	38130713	Coupler body	05.01.2023	DP extension not yet granted by HQ
2	38125225	Coupler rod	05.01.2025	e-dispatch note not generated by firm
3	33509001	Secondary damper	31.12.2024	Sale issue note not generated by LLH/ER.

8. Rejection cases:**A. Details of rejection cases:**

	Opening Balance	Accrued (in the Month)	Cleared (in the Month)	Closing Balance
in Nos				
in Value				

B. List of rejection cases pending for more than 30 days (as per IMMIS):

SI	Rejection Advice No	Date of Rejection	PL No & Description	Reason for rejection	Recovery required or not	Action Taken
1	R1240056	15.01.2024	Main pull rod	TPI hologram not available	No	
2						
3						

9. Purchase Management:**A. Tender settlement time (as per IREPS):**

Type	Target	Actual	Reason for delay and action taken
DA Case	15 days	9.5 days	
TC Case	45 days	35 days	

B. Tender settlement time (GeM):

Type	Target	Actual	Reason for delay and action taken
DA Case	15 days	9.5 days	
TC Case	45 days	35 days	

C. Details of local purchase:

Type	Local purchase done during previous FY		Local purchase done during the month		Local purchase done upto the month in Current FY (cumulative)	
	No	Value	No	Value	No	Value
Stock	15	16.50 L	2	5.63 L	6	12.63 L
Non-Stock	25	48.12 L	0	0	7	0.70 L
Total	40	64.62 L	2	5.63 L	13	13.33 L

D. Tender cases pending for finalization (DA cases > 7 days & TC cases > 30 days)

SI	Tender/Bid No	TOD	Description	Reason for delay and action taken
1	04245156	12.02.2024		
2	04235122	15.04.2024		
3				

E. Average time in release of PO during the month:

Parameter	Target	Actual	Reason for delay and action taken
Avg time taken in release of PO after tender settlement	3 days	6 days	

F. List of LOA/CO against which PO pending to be issued for more than 3 days as per IREPS:

SI	Tender No	Acceptance Date	LOA Value	Firm's Name	Pendency (in days)	Reason for delay and action taken

G. List of PO Modification requests pending for more than 7 days:

SI	Request ID	Request Date	PO Details	Firm's Name	Type of request	Reason for delay and action taken
					DP Extension	
					SD Refund	
					Inspection related	
					Drawing/ Specification	

H. Retendered cases:

Parameter	Target	Actual	Action taken to Achieve Targets
Percentage of re-tendered cases	15%	26%	

In this year			
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I. EMD Refund:

No of cases where EMD Refund pending for more than 15 days after settlement	Reason for delay and action taken
3	

J. SD Refund:

No of SD Refund requests pending for more than 30 days	Reason for delay and action taken
NIL	

10. Non-stock Demand Monitoring:**A. Coverage of NS Demands as per IMMIS:**

No of NS demands received in last 12 months	No of NS demands pending	No of unregistered NS demands	No of NS demands pending for more than 30 days	Reason for delay and action taken
441	233	86	145	

B. Top 10 NS demands pending for more than 6 months as per IMMIS:

SI	Demand No and Date	Description	Demand Value	Reason for delay and action taken

11. Top 10 GeM contracts against which payment is pending for more than 30 days after receipt of material:

SI	GeM Contract & date	Description	Date of receipt of material	Reason for delay and action taken
1	GEMC-51687712345168 dated 21.07.2024	All in one PC	14.04.2024	
2				
3				

12. Ledger Section:**A. Timely Demand Submission:**

Category	Total No of items	Target Date	Demands submitted (including NIL demand)	Reason for pendency
A	27	31 st May	NIL	
B	65	30 th Sept	-	
C, D, N (\$)	101	30 th June	07	
C, D, N (#)	121	30 th Oct	-	

\$ - For SRS generated in May

- For SRS generated in Sept

B. Annual AAC Review and Approval/Updation:

Category	Total No of items	No of items for which AAC has been updated during Jan-Mar, 25	Reason for pendency and action taken
A	27	27	
B	68	65	
C	241	212	
D & N	12	6	
Total			

13. Manpower Management:**A. Manpower planning:**

Designation	Sanctioned Strength	Man on roll from Stores Cadre	Man on Roll from Other than Stores Cadre	Vacancy	Remarks
CDMS	1	1		-	
DMS	2	1		1	
Ch. OS	1	0		1	
OS	2	1		1	
Sr. Clerk	3	1		2	
Jr. Clerk	1	4		5	
Skilled*					
ADS	9	1		8	
Total	18	9		9	

* Mention category eg: Crane Driver/Fitter etc.

14. M&P and Works Programme:**A. M&P and Works Proposed/Sanctioned:**

SI	PB/LB ID	Year	PH	Name of M&P/Works	Estimated Cost	Sanction Status	Tender/PO Status	Execution: Physical Progress	Execution: Financial Progress
1									
2									
3									

B. M&P Availability/Utilization:

Item	Year of purchase	Working/ Defective	If defective, since when	AMC availability	Approx No of working days in the month
Forklift	2020	Working	-	Yes	30
Hydraulic Crane	2021	Defective	12.10.2023	No	0
Lister	2019	Working	-	No	20
Scissor Trolley	2023	Working	-	No	22

C. Availability of Computers:

No of total Gr-C Employees excluding erstwhile Gr-D employees	No of computers < 4 years old	Action plan to replace/make it available for the remaining
13	10	

D. Details of transportation contract:

Date of Contract	Valid upto	Total Value	Remaining Value	Position of next contract
15.11.2023	15.11.2024	Rs 54.67 L	Rs 32.10 L	Under finance concurrence

E. Details of material handling contract:

Date of Contract	Valid upto	Total Value	Remaining Value	Position of next contract
15.11.2023	15.11.2024	Rs 54.67 L	Rs 32.10 L	Under finance concurrence

F. Details of other outsourcing contracts:

Type of contract	Date of Contract	Valid upto	Total Value	Remaining Value	Position of next contract
Scrap mopping/collection	15.11.2023	15.11.2024	Rs 54.67 L	Rs 32.10 L	Under finance concurrence
Housekeeping					

15. Declaration from depot:

It is certified by the undersigned

Para	Declaration	Certify (Yes/No)
A	That material is being issued for maximum 07 days requirement to attached sheds/consignees and for 01 month's requirement to consignees in the same town/city and for 03 month's requirement to consignees outside city.	
B	That UDM stock is being checked before issuing material by DMS/CDMS and material is being issued only if stock with the consignee is less than 1 month's requirement.	
C	That no stock demand is pending to be submitted to HQ generated more than 30 days ago in IMMIS	
D	That no material received at depot is pending for online accountal except those mentioned in Para 7 above.	

16. Miscellaneous:**A. Innovation/Achievement/Good work done during the month:**

- 1.
- 2.
- 3.

B. Assistance required from HQ (if any):

- 1.
- 2.
- 3.