

## EAST CENTRAL RAILWAY

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

### **Stores Instruction No: 135 dated 21.04.2025**

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

Sub: Guidelines for issue of material by Stores Depots

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For streamlining the process of issue of material by Stores Depots, following consolidated guidelines are being issued:

1. Issue of stock items to the consignees shall be done under **Card Code 57** against online requisition (S-1313) only. Issue of material in **Card Code 56** is prohibited for the time being.
2. It must be ensured that the issued material is collected by or dispatched to the consignees within 48 hours of issue dates. It shall be applicable to material issued to other depots/other railways also. In case the material is not collected by or dispatched to the consignees within 48 hours, the same shall be taken back into books.
3. Material shall be issued to authorized representative of the consignee only. Indenting officials shall nominate their representatives for collection of material either with a standing authority letter or on case-to-case basis. Authorization and identity of the representative should be verified by DMS/CDMS at the time of issue of material. Such authority should contain Name, Designation, Date of Retirement, ID No etc. Standing authority shall become invalid one month prior to the date of retirement of the nominated staff or when the nominated staff is transferred to other units.
4. Material Issue Register shall be maintained by each ward containing the following columns: Sl. No., PL No., Description, Issue Note No., Qty Issued, Received by, Acknowledgement by Recipient etc. DMS/CDMS of concerned ward shall authenticate all entries at the closing of the depot every day.
5. Material Issue Register shall be retained for a period of one year from the last date of online acknowledgement of all issued materials in IMMIS/UDM. Beyond this period, such registers may be destroyed provided there is no discrepancy or no transaction is under investigation/scrutiny by any authority.
6. DMS/CDMS are authorized to issue material as under:
  - i) For consignees attached with the depot – Maximum 7 day's requirement at a time
  - ii) For consignees located in the same city – Maximum 01 month's requirement at a time

- iii) For consignees located in different cities – Maximum 03 month's requirement at a time
- iv) For such consignees who do not draw material frequently or if required quantity is too small, material for 06 months requirement can be issued with the approval of depot officer.

It is to be noted that the spirit of this instruction is to avoid hoarding of material with a particular consignee while depriving other consignees. However, in case, material is required by the consignees beyond the above limits for clearance of detaining rolling stock or for urgent repair/maintenance work, required quantity may be issued with the approval of depot officer on case-to-case basis. But it must be ensured that the issued material gets consumed promptly by them.

- 7. DMS/CDMS shall issue the material to consignee only if the UDM stock with the consignee is less than 01 month's requirement. If incorrect stock balance is shown in UDM due to non-posting/non-updation of UDM ledgers, consignee may be advised to update the same before issue of further materials.
- 8. While issuing material, depot shall follow FIFO (First In First Out) principle. Special care is to be taken in issue of items having shelf-life.
- 9. Acknowledgement of issued material in IMMIS/UDM is mandatory. CRIS has already implemented necessary checks from 01.01.2025 in IMMIS whereby, issue of material is permitted only to those consignees having no pending acknowledgement beyond 07 days of issue dates. However, depot officer shall ensure that no acknowledgement of issued material is pending with the consignees for the previous period and no further material issued to such defaulting consignees.

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

**KISHOR  
MALAKAR** Digitally signed by  
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