

EAST CENTRAL RAILWAY

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

Stores Instruction No: 137 dated 22.04.2025

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

Sub: Procurement of stock items against non-stock requisitions

It has been observed that procurement of stock items is regularly being done by various units against non-stock requisitions despite availability of the same items in the depots, which leads to excess procurement as well as accumulation of inventory at the depots.

1. Ordinarily, procurement of stock items (with AAC > Zero for ECR) shall not be done against non-stock requisitions (even against Estimates or against Revenue) and such non-stock requisitions shall be returned with advice that the items may be collected directly from stores depots by submitting stock requisition (S-1313) through UDM under proper head of allocation. In case of estimates, the UWID and capital allocation may be used in stock requisition (S-1313) for proper booking of fund.
2. Both the indenting official while generating the NS demands and the purchase officials while processing the NS demands should search the item using the description / keyword search option in history sheet / PO search / NIT search of IMMIS/IREPS/UDM to ascertain whether the required item is a stock item for ECR or not.
3. In case, the item is stock item and available in the ECR depots with adequate coverage or supplies are in pipe line or tender has already been opened for the same at HQ, the requisitions may be returned and the consignee may be asked to collect the same from the stocking depot as per Para (1) above.

Only in very exceptional cases when the stock + covered dues is very low or depot is not in a position to supply the item in near future due to high indent quantity or the tender settlement at HQ is going to take a long time or/and the item is urgent, purchase of stock items through non-stock requisitions may be undertaken with justification recorded on e-file by field officers and with approval of concerned CMM at HQ. However, it must be ensured that stock PL No is adopted in such purchase proposals as well as POs instead of alphanumeric non-stock PL No/Item Code for better traceability through IMMIS history sheet.

It is to be noted that the power of purchase of stock items (irrespective of type of requisition) by field units is limited to Rs. 50 Lakhs only in case of urgency (Ref: MSOP Part-D Para 6B)

4. Many RSP works are sanctioned to offload revenue and the AAC of Stores Depots is sufficient to take care of the requirements of such RSP works also. Thus, additional procurement is not necessary and similar procedure as per Para (3) above should be followed for stock item requirements against any estimates of plan / capital heads including RSP works.
5. For many items (eg: engineering, S&T, electrical items) Rate/Running Contract has already been placed by HQ duly considering the non-stock requirements also. The list of Rate/Running Contract is available on ECR Stores Website. Procurement of such items for which RC/RCG is already in place or under placement, should not be done by field units and should be forwarded to HQ for coverage against RC/RGC. In exceptional circumstances, if procurement of such items is required to be done against non-stock requisitions, reason for the same should be recorded in file and approval of concerned CMM should be obtained.
6. This shall be applicable to all future non-stock requisitions as well as to all non-stock requisitions pending as on date for which tender has not yet been opened. In case tender against any such requisition has already been opened, it may be finalized after ascertaining the stock and dues position from the depots.

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

**KISHOR
MALAKAR** Digitally signed by
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11:31:08 +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(1)
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