

East Central Railway

No. As above

Date: As signed

Minutes of the Depot & Divisional Officers Meeting (DOM) held on 19.05.2025 at Old Conference Hall at Hajipur

Following points were discussed during the Meeting:

S. No.	Actionable Points	Action to be taken by
1	<p>Depot officers to make all out effort to achieve target for TOR and bring it below 30% by 2nd quarters of the FY. Further review of target of TOR for the FY 2025-26 will be made after watching performance till 2nd quarter. Depot officers have already been given authority to review EAC so as to ensure correct procurement of items commensurate to their requirement.</p> <p>Purchase officers while placing POs at HQs will not mention DP in the POs in isolation but after taking into account the available Stock and Covered dues against which supplies are expected. Inter-Depot transfer of Stock from one depot (where stock is excess) to other depot (where stock is deficient) shall also be advised by the Purchase officers at the time of processing tender and placement of PO. Similar exercise will be done by depot Officers on regular basis.</p> <p>Purchase officers at HQs will ensure that staggered Delivery Period is given in POs such that there is no accumulation of excess stock at any point of time. Depot officers will analyze the DP mentioned in the POs and propose to HQs for deferment of supplies especially in case of high value items after review and taking into account the available stock in the depot and covered dues against which supplies if received will result in excess stock and consequently high inventory balance.</p> <p>Material will be issued by Depots only if required by the user.</p>	All Division, Depot and Purchase Officers

2	<p>Depot officers will strive to dispose of the inactive, surplus, overstock, less drawl items on regular basis. They will remain in constant touch with their counterparts in ECR and other zonal railways and offer such items if required by the latter. Depot and Divisional officers will also interact with officers/staff of user department for drawl of inactive/overstock/surplus/less drawl items. If after persistent efforts, material is not drawn/less drawn then EAC should be reviewed as per extant SI issued and Depot officers will advice Purchase office for deferment of supplies/procurement with reduced EAC.</p> <p>If inactive/surplus items are not drawn even after making due efforts, then depot officers will process for survey of the items for their disposal.</p> <p>AMM/PTRU to dispose of 122 nos. of surplus items having value less than Rs 5000/- within a month. Similar course of action to be taken by other Depot/divisional officers also.</p>	All Division & depot Officers
3	<p>Depot officers will not send any of their staff to other depot for unloading of material sent by truck/other means of transport. It will be responsibility of the receiving depot to get the material unloaded. Similar action to be taken for loading of material at the sender depot also.</p>	All Division & Depot Officers
4	<p>Prime objective of the depot officer is to make materials available for smooth train running and operation. Constant review of availability of items is to be made by the Depot officers and if there does not exist sufficient coverage or else material is not expected against existing covered dues, Depot/Divisional officers can make Local Purchase of items. Depot officers have been given power to invite Limited Tender (LT) up to Rs 50 lakh. To sort out any crisis of material and make item available in time, Depot officers can invite LT appropriately keeping in view the provisions for the same in SOP and guidelines issued by HQs in this regard.</p>	All Division & Depot Officers

5	For items having EAC as 01/02 no., the Depot officer can purchase full quantity as per requirement and to build up the stock.	All Division & Depot Officers
6	All Depot and Divisional officers to register NS demands without any inappropriate delay. procurement of NS item is to be ensured in time. Provisions contained in SI-139 regarding funds to be kept in mind while floating NS purchase tenders.	All Division & Depot Officers
7	All e-MA requests submitted by firms must be finalized within 07 days. In DA Cases , not requiring vetting, Auto generation of PO be ensured in same day of acceptance.	All Division & Depot Officers
8	Fund for purchase of stock items is available in plenty. So, POs should be issued in time and as per requirement for which non-availability fund will not be a constraint this year.	All Division & Depot Officers
9	All depot officers are required to take the unaccounted items of their depot in stock through stock adjustment Card Code '49' within 07 days.	All Division & Depot Officers
10	Depots where facility of water hydrant for fire safety is available must check and ensure adaptability of the outlet arrangement of the sump of the Depot with inlet of the fire extinguisher of state fire department. Depots where water hydrant facility is not available, their Depot officers will arrange for installation of fire hydrants through new estimate/ variation of estimate of their division/unit.	All Division & Depot Officers
11	At present, stocking of K-oil is being done at GSD/SPJ & BOXN/DDU. Other depots collect the item from these two Depots which is a costly and time-consuming process, is having fire hazard implications and is prone to pilferage also during transportation. Therefore, it has been decided that the required quantity of K. Oil of each depot should be received directly in depot by OMCs and be stored in drums. Pos may be placed accordingly.	All Division & Depot Officers, CMM-2.

	Depot officers will select an isolated safe place for stocking of K-oil and will also ensure availability of adequate fire safety measures.	
12	DSD/DHN should send all surplus signaling items to GSD/GHZ and GSD/SPJ in the ratio of 60:40. Similarly, DSD/DHN & GSD/GHZ will send bulk qty of 80 AH battery to GSD/SPJ.	AMM/DHN, AMM/D/SPJ AMM/GSD/GHZ
14	TRS/DDU has vehicle (truck) contract with facility for point to point delivery. AMM/PTRU will send materials to GSD/SPJ using the transport facility of DDU.	AMM/D/PTR U AMM/TRS/DDU
15	In TRS/DDU, some bolts required for electric locomotives have been stocked in item PL main group '31'. These bolts should be stocked in PL main group '25' for bolts required for Conventional locos or '29' group for bolts required for 3phase electric locomotives within 07 days.	AMM/TRS/D DU
16	A ward is to be constructed for stocking of engineering items in ROH shed/BRWD under plan head-42. AMM/BRWD to send a proposal to HQ through Sr.DMM/DHN.	SR DMM/DHN AMM/D/BRWD
17	CMMs are required to monitor the DOMs instruction in the depots under their jurisdiction.	All CMMs

This issues with the approval of PCMM.

**Dy CMM-III
For PCMM**

**Distribution:
All Stores Officers of ECR.**