

NORTHERN RAILWAY
Stores Department

MINUTES
of
Store Officers' Meeting

Held
on
22.10.2008
at
General Stores Depot
Shakurbasti.

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

No.66-S/101/DOM/Pt.1/SI

Dated: 12.11.08

**Dy.CMMs/SSB, JUDW, CB, AMV & ASR
Sr.DMMs/DLI, FZR, LKO, MB & UMB
SMMs/DSL/TKD, SSB, AMV,
SMM/ETD/GZB
AMM/ASR W/Shop depot.
AMM/DSL/LDH
AMM/ETD/LDH
AMM/JUC (for Bridge W/S)
AMM/JUC (for DMU Car Shed)
AMM/EMU/GZB
AMM/Sig/GZB
AMM/BCN/UMB
AMM/UMB (for BCN Khan-Alampura yard)
AMM/CONCOR/TKD
AMM/KLK (for KLK W/S)
AMM/KLK (for DSL/Shed)**

**Sub: - Depot-cum-Divisional Stores Officers Meeting held on
22.10.2008 at GSD/SSB.**

A copy of the Minutes of Depot-cum-Divisional Stores Officers Meeting of Northern Railway along with HQ officers held at General Stores Depot, Shakurbasti on 22.10.2008 is sent herewith for information & necessary action.

A soft copy of the minutes of the said meeting will be available on N.Railway Internet web site www.nr.railnet.gov.in/stores/index.htm.

Encl: As above.

**(S.N.Panda)
Dy.CMM/HQ**

Copy to:

- 1. Secy. to COS for kind information of COS.**
- 2. All CMMs - for information.**
- 3. FA & CAO/S&W for information.**
- 4. Chief Manager, Printing & Stationery for information & necessary action.**
- 5. Dy.CVO/Stores for information.**
- 6. All Dy.CMMs at HQrs & Dy CAO/S&W: for information & necessary action.**

OFFICERS PRESENT FROM HQ OFFICE

S.No.	Name of the Officer	Designation
	S/Shri	
1	M.P.Juneja	COS
2	Manohar Singh	OSD/Store/IT
3	K.S.Sunila	FA&CAO/W&S
4	A.K. Varshney	CMM/S
5	P.C.Sharma	CMM/M
6	Aditya Sharma	CMM/C
7	S.P. Varma	CMM/E
8	S.A.M.Naqvi	Dy.CVO/S
9	Satish Kumar	Dy.FA&CAO/S&W
10	S.N.Panda	Dy.CMM/HQ
11	Asish Jain	Dy.CMM/E
12	A.K. Sirohi	Dy.CMM/M
13	Jagjit Singh	Dy.CMM/G
14	Rajesh Abrol	Dy.CMM/Sig C-1
15	Rajiv Trehan	Dy.CMM/EDP
16	K.K. Kanojia	Dy.CMM/Sale
17	Sanjay Kumar	Dy.CMM/EP
18	J.N. Gupta	Dy.CMM/Sys
19	Y.P.Mittal	Secy. to COS

OFFICERS PRESENT FROM DEPOTS

1	K. C. Joshi	Dy.CMM/SSB
2	Ramesh Kumar	SMM/D/SSB
3	Narendra Kumar	SMM/DSL/TKD
4	Nathu Ram	SMM/ETD/GZB
5	O.P. Meena	AMM/Sig/GZB
6	Balbir Singh	AMM/EMU/GZB
7	Bhoop Singh	AMM/Concor
8	M. Mahendran	Dy. CMPS/SSB
9	Sanjay Rastogi	Dy.CMM/AMV
10	Alok Mishra	SMM/Dsl/AMV
11	Rakesh Singh	Dy.CMM/CB
12	Rajeev Kad	Dy.CMM/JUDW
13	Manoj Kumar	AMM/BCN/UMB
14	Ram Mehar	AMM/KLK
15	K.S. Dhaliwal	AMM/ASR
16	K.D.Singh	AMM/ELS/LDH
17	Janak Singh	AMM/DSL/LDH
18	Satbir Singh	AMM/DMU/JUC

OFFICERS PRESENT FROM DIVISIONS.

1	Mohar Singh	Sr.DMM/DLI
2	Govind Parsad	Sr.DMM/LKO
3	Prakash	Sr.DMM/MB
4	T.R. Sarsar	Sr.DMM/UMB
5	Jagdish Kumar	Sr.DMM/FZR

MINUTES OF DEPOT-CUM-DIVISIONAL STORE OFFICERS' MEETING OF NORTHERN RAILWAY WITH HQ OFFICERS HELD ON 22.10.2008 AT GENERAL STORE DEPOT, SHAKURBASTI.

1.0 WELCOME ADDRESS BY CMM/S

- 1.1 At the outset, CMM/S welcomed all the Store Officers from the Depots, Divisions and HQ office to the historic Depot-cum-Divisional Stores Officers Meeting at General Stores Depot, Shakurbasti.
- 1.2 He mentioned that combined meeting of HQ & Field officers of Stores department is being organized out side HQ after a gap of almost 17 years. He elaborated the purpose of the meeting which is divided into three parts i.e.
 - (i) Midterm review of inventory performance and formulate the action plan for next 06 months to achieve the targets fixed by Railway Board or by HQ office.
 - (ii) To review performance of stores depot/divisions on other important areas like, stock sheets, inspection of material, inactive surplus etc.
 - (iii) Face to face interaction amongst Store officers to understand issues concerning both and to disseminate informations.

2.0 ADDRESS BY COS

- 2.1 COS in his inaugural address welcomed all the participants and expressed happiness that this meeting is being held in SSB depot after a long time and hoped that this meeting would become an annual feature. He also mentioned that the meeting is being held on a historic day as ISRO has successfully launched Chandrayan-1 and India has joined the elite club of Space Nations.
- 2.2 He further mentioned that the main purpose of this meeting is obviously to have mid-term review of our performance but another important reason is to celebrate the achievements of previous year, felicitate the award winners and also to connect to each other in the store family of Northern Railway. He advised the participants that we should be proud to be part of the premier zonal railway and do our best to enhance its image, profitability and productivity. We should synergize our working with other departments, to achieve the optimum results He reiterated the Mission Statement of Stores department which is as follows:

“ To strive for continuous improvement in customer satisfaction through improved availability of materials and to contribute significantly in making rail operations safe, competitive and a delightful experience for railway users.”

- 2.3 He emphasized the need for a paradigm shift in the mind set of Store Officers in the changed scenario and advised all Officers to be pro-active in their respective fields. He stated that as a Stores Officers it should be our “Dharma” to ensure 100% availability of materials. He referred to MM’s instructions in this regard in the last COS’s Conference where he emphasized for ensuring 100% availability of materials to all consumers. Further he stated that during the last few years with computerization and better communication facilities the working has become easier and smoother. In the changed scenario, we should be able to increase our efficiency and meet the high expectations of our consumers, making the items available at their door-step. COS emphasized that material availability should be the joint responsibility of Depot & HQ Stores Officers.
- 2.4 COS congratulated CMM/C and his team of officers for ‘**Best performance in Scrap Disposal**’ in the last two years, which resulted in N.Rly bagging the ‘**Scrap Management Shield**’ consecutively for two years. He complimented Dy.CMM/HQ and other officers and staff for ISO certification of complete COS office along with Store Bills and Stores Finance section of FA&CAO Office in the month of June, 2008.
- 2.5 He expressed concern that in this financial year (2008-09) the Scrap Sale so far is less compared to the proportionate target. He advised that Store Officers in the field should adopt the concept of “mapping and mopping” of scrap material in the Railway system. To achieve this objective, Sr.DMMs should visit their divisions and bring to the notice of user department officials wherever scrap material is found in the sections. Similarly Depot Complex Incharges should visit different units under their jurisdiction and bring the scrap material to the book wherever it is noticed.
- 2.6 COS advised Depot Officers and Sr.DMMs to give more importance to availability of materials and ensure full timely supply to all their indentors. He also exhorted the field officers to pay attention to supply of non stock items and supply these promptly. This would improve the image of the department & increase satisfaction level of the consumers.
- 2.7 He emphasized for good industrial relations with the staff in general and Union Officials in particular so that the efficiency of the organization is at its peak.
- 2.8 He mentioned about non-availability of materials reported by the Union officials of JUDW workshop but after scrutiny it was found that almost 90 to 95% of items are available in the depot and still complained by the Union officials. This shows lack of communication on part of the depot officer. Similarly the Depot officers should keep cordial relations and liaison with user department officials and ensure that items reported by field units are scrutinized by Depot officers before those are reported to HQrs. Depot officers should also ensure regular follow up with the firms after coverage is made by

HQrs.

2.9 COS asked the depot officers and Purchase officers to pay attention on inventory control in the remaining 5 months and achieve the targets given to them. They should personally monitor the high balances, control receipts and ensure deferment where necessary.

2.10 He concluded with remarks that he expects better results from Depots and Divisional Stores Officers in the next 06 months.

3.0 ADDRESS BY FA&CAO/W&S

3.1 While welcoming all the officers present in the meeting, he stated that he was in full agreement with COS regarding the focus of Store Officers in the Depots/field for 100% availability of materials.

3.2 He mentioned that all Stores Officers should understand the importance of their role and responsibilities. In this IT age with better communication facilities, Store officers should work for better and timely availability of materials.

3.3 He drew the attention of all Depot Officers for high in-active and surplus items and advised them to analyse the list of such items and work on these for liquidation. He also emphasized that Depot Officers should focus their attention on rejected items with advance payment condition and explore all possibilities to realize/recover the advance payments from the suppliers for rejected stores.

4.0 ADDRESS BY CMM/E

4.1 While welcoming all the Stores Officers present in the meeting, he advised them to follow the instructions of COS.

4.2 He mentioned that Store Officers attached to Electric Loco Sheds should be more vigilant about the material availability and focus their attention on high value items which are not drawn as per AAC and advice HQ Store Officers for necessary follow up action like deferment of dues, staggering of delivery period etc.

5.0 ADDRESS BY CMM/M

5.1 He emphasized on 100% availability of material and stated that field officers are the cutting edge and the image of stores department is in their hands. The Store Officers in the Depots attached to workshops and sheds should have daily meeting with main users to know their requirements and act on it so that the organization achieves the desired goal.

5.2 He mentioned about quality of items procured through local purchase and advised all the field officers to procure them from approved and tried sources to maintain the quality.

- 5.3 He spoke about his experience of recent visit to M/S Siemens premises in Austria and Germany and informed the audience that physical inventory maintained in Siemens Factory is in the order of 40 to 45%. So we should emphasize more on availability rather than on too much control on inventories.

6.0 ADDRESS BY CMM/C

- 6.1 While welcoming all the officers in the meeting, he emphasized that COS words should be followed in letter and spirit.
- 6.2 He emphasized on material availability and stated that as Store Officers, we are more concerned about rate reasonableness, whereas our focus should be on holistic approach to a tender which includes not only the rate but the delivery period, quality of supplies etc. He gave an example about negotiation in a tender case for track items, in which delivery period offered was 18 months. In the negotiation, though the firm was not inclined to reduce the delivery period the tender committee prevailed upon the supplier to give a reasonable delivery period, with rate of supply per month rather than focusing on reduction in rate only.

7.0 ADDRESS BY DY.CVO/STORES

- 7.1 While welcoming all the field officers present in the meeting, he thanked COS for giving him an opportunity to meet all the Store Officers as he was leaving railways for deputation to Staff Selection Commission shortly
- 7.2 He advised Sr.DMMs that while doing local purchase they should not do so sitting in their offices rather they should visit the market and survey it to know the market rate for the items they are procuring. They should visit field units and bring un accounted material to books wherever noticed.
- 7.3 He mentioned about the lacuna in inspection clause and advised that the place of inspection should also appear both in the inspection certificate and packing of the material.
- 7.4 He shared his experience while working as Sr. DMM of Lucknow division few years back where he introduced the apportioning of local purchase fund branch wise as per the trend of demands, which helped a lot in reducing discontentment among different branch officers.

8.0 DISCUSSION ON AGENDA ITEMS

A. ITEMS PERTAINING TO DEPOTS

8.1 INVENTORY MANAGEMENT:

- 8.1.1 The inventory position of all the depots as on 30.9.2008 was discussed. The cumulative issues at the end of September, 08 is almost 17.5% down compared to proportionate target though there is slight increase in the cumulative issue compared to that of last year. The major defaulter in cumulative issues is SSB Depot complex which is down by more than 23% compared to proportionate target. While intervening in the discussion, COS mentioned that Depot officers

should continuously review the inventory position through out the year and advise HQ officers (wherever required) for the deferment of supplies instead of making forced issues at the fag end of the year to achieve the inventory target.

- 8.1.2 COS further advised that all Depot officers attached to loco sheds should know the budget provision in PU-27 & PU-28 for material requirements of Sheds and total AAC values of Depots should match with the budget provision by implementing “zero based budgeting concepts”.
- 8.1.3 COS advised Dy.CMM/CB Depot to furnish the list of high value items not drawn as per AAC to CWM/CB Workshop for review and drawl of the same. If the items are not required as per AAC the material should be offered to other sister Depots of N.Railway or outside N.Railway with advice to HQ officers to regulate procurement.
- 8.1.4 All Depot Officers confirmed that they would be able to achieve the targets, circulated by HQrs vide letter No.123-S/1/Pt.XVI/PSIC dated 25.6.2008 and as mentioned in the agenda booklet except CONCOR/TKD who requested for revision of cumulative issue target from Rs. 5 crores to Rs. 3.5 crores. CMM/S advised Dy.CMM/SSB to maintain the cumulative issue target of his complex by taking care of the request of Depot Officer of CONCOR/TKD Depot which he has agreed to achieve.

8.2 AVAILABILITY OF SAFETY ITEMS

- 8.2.1 COS expressed dis-satisfaction about the low availability of safety items reported by different depots especially JUDW Depot complex and advised that it is the personal responsibility of all Depot officers to ensure 100% availability of safety items. It has come to the notice that few safety items are available in one Depot and out of stock in other. This can be managed by inter Depot transfer. Depot Complex Incharges should review the safety items list regularly with exception report like list of safety items having stock less than 03 months and work on it, so that cent percent availability is ensured.

8.3 OVERALL AVAILABILITY OF ITEMS

- 8.3.1 In the last COS conference held at Railway Board, Member Mechanical had pointed out that there is nothing called 95% availability of items. All Store Officers should ensure that all items required for day to day train operations are available to the consignees in time. COS appreciated few Depots like ETD/GZB, BCN/UMB etc who have achieved 98% of overall availability of items and advised others to achieve at least 98% overall availability of items by 31.12.2008.

8.4 INACTIVE AND SURPLUS ITEMS

- 8.4.1 Though the % of inactive and surplus items (in terms of value) is 3.75% of the total closing balance some of the Depots like DSL/CB, DSL/AMV, ETD/GZB, Signal/GZB, Printing Press/SSB & Store Depot at JUC are

having inactive and surplus items higher than the permissible limit. All the officers of these Depots should work on inactive and surplus items list for their liquidation at the earliest. FA&CAO/W&S also intervened in the discussion and advised the Depot Officers, the modalities of disposal of inactive and surplus items and mentioned about how these items are blocking the capital.

8.5 CLEARANCE OF STOCK SHEETS

8.5.1 FA&CAO/W&S was very critical about outstanding stock sheets more than 06 months old, specifically SSB Depot Complex has got 13 stock sheets outstanding more than 06 months old. COS advised Dy.CMM/SSB to review them and clear at the earliest.

8.6 DISPOSAL OF REJECTED ITEMS.

8.6.1 COS expressed concern over high pendency of rejected item cases. FA&CAO/W&S advised Depot officers to focus their attention on rejected cases with advance payment and work on it to dispose them at the earliest. It is noted that SSB Depot complex has got highest number of rejected item cases with total value more than Rs. 1.5 crores. COS cautioned the Depot officers and advised them to deal rejected item cases with utmost care as recently one such case has reached Delhi High Court.

8.7 PENDING CLAIM CASES.

8.7.1 While reviewing the pending claim cases, CMM/S advised Depot Complex Incharges to have regular meeting with Sr. DCMs of the respective divisions and Chief Claims Officer at HQ to dispose of the claim cases. Where it is not possible to recover the claim amount, the case may be processed for write off.

8.8 EXPEDITIOUS ACCOUNTAL OF MATERIAL

8.8.1 COS expressed dis-satisfaction over longer time taken by Depot Officers to account for the material specifically at DSL/CB & DSL/AMV where the average time taken for accounting non pre-inspected consignments is 22 days & 10 days respectively. COS stated that this is too high and not acceptable. Dy.CMM/CB should bring this to the notice of CWM/CB so that the average time taken for granting R-note is reduced. In this regard, COS advised that Dy.CMM/HQ should issue instructions from HQ office advising the consignees of user departments to clear consignee inspection maximum within 07 days.

8.9 IMPLEMENTATION OF MMIS.

8.9.1 While discussing implementation of MMIS, CMM/S advised Dy. CMM/SSB to train one or two staff from SSB Depot to assist Mr. Masi, programmer in SSB Depot to monitor the implementation of Depot Module in smaller depots. He also advised other Depot Complex Incharges that they should guide and help Depot Officers of smaller depots under their control to maintain the Depot

Module of MMIS successfully. COS advised that a new MMIS project for all railways has been sanctioned by the Board and shall be implemented by CRIS over the next 2/3 years. So any new inputs or up gradation in the existing MMIS should be avoided.

8.10 DETAILS OF PENDING D&AR CASES.

8.10.1 CMM/S expressed concern over high pendency of D&AR cases in SSB Depot complex and advised Dy.CMM/SSB to review them on monthly basis to clear the back log. COS appreciated JUDW Complex Incharges for achieving NIL number of major penalty cases more than 06 months old.

8.11 DEPOT MODERNISATION

8.11.1 CMM/S complimented Dy.CMM/AMV, Dy.CMM/JUDW & Dy.CMM/CB for submitting modernisation proposals of their depots and advised Dy.CMM/SSB to submit the modernisation proposal of his depot at the earliest. The proposals should be followed up by Dy.CMM/HQ/CMM(S) for early submission to the Board.

8.12 STAFF PROMOTION/SELECTION

8.12.1 CMM/S advised Depot Complex Incharges to give personal attention to the selection & promotion of their staff in the changed scenario after implementation of 6th Pay Commission.

8.13 ASSISTANCE REQUIRED FROM HQRS.

8.13.1 COS was very critical of long list of items reported by Depot officers where HQrs assistance is required. COS advised all Dy.CMMs at HQrs dealing with Purchase activities to look into the request made by Depot Officers and comply them at the earliest. In this regard Dy.CMM/E mentioned about estimate sheet received from Depots with very old uncovered dues leading to less procurement at HQrs. This is one of the reasons for stock out even after coverage in time. COS mentioned that it is unfortunate to note that the estimate sheets, generated by EDP centre continue to show uncovered dues of year 2000 & 2001 which is not acceptable and advised Dy.CMM/EDP to ensure that uncovered dues more than 03/04 years old should be deleted from the estimate sheet.

8.13.2 One of the DSL Shed Depot mentioned about non-coverage of RR 606 which is vital for Diesel Locos. Besides the stock position of brake blocks for DSL Loco is also critical. Dy.CMM/DSL/HQ may please look into the same.

8.13.3 COS mentioned that with the procurement of coolant with new specification its requirement should come down progressively, this should be monitored at HQrs office for regulating the procurement.

8.13.4 ETD/LDH expressed the critical position of brake blocks for electric locos. Dy.CMM/E/HQ mentioned that a tender for 14000 numbers is already opened

on 20.10.2008. COS advised him to finalise the said tender at the earliest.

8.13.5 AMM/KLK mentioned about short supply of pig iron and hard coke which are vital for operation of the foundry at KLK workshop. COS advised Dy.CMM/S&P to arrange pig iron through assistance from sister railways and finalise the tender at the earliest. Though hard coke is a non-stock item, COS advised that the same should be arranged on priority. Dy.CMM/DSL/HQ is advised to look into the same.

8.13.6 Further as a system improvement COS suggested for vetting of AAC of 'A' category items at HQrs on experimental basis as AAC vetted at Depot level is time consuming and some times un-realistic. In this regard COS advised Dy.CMM/HQ to initiate a note to FA&CAO/W&S for vetting of AAC of 'A' category items at HQrs, which FA&CAO/W&S has agreed in principle in the meeting.

B. ITEMS PERTAINING TO DIVISIONS

9.1 SUPPLY OF UNIFORMS

9.1.1 Though there is 100% compliance of Summer 2008 uniforms, there is less compliance for Winter 2008-09 uniforms. COS advised all the Divisional Stores Officers and Dy.CMM/SSB to ensure that 100% compliance of Winter 2008-09 is achieved by target date i.e. 31.10.2008. Dy.CMM/G was advised to closely monitor the supplies against POs.

9.2 SUPPLY OF STATIONERY AND FORM ITEMS

9.2.2 COS gave emphasis on quality of stationery supplied to user department and advised Chief Manager/Printing & Stationery to stop printing of writing pads as these are not being used by the end users. COS advised Dy.CMM/SSB that printing and stationery depot should be under his jurisdiction rather than Chief Manager/Printing & Stationery, who is a printing expert. Dy.CMM/SSB should do the follow up action and complete the transfer of the said depot by 31.12.2008.

9.3 SCRAP GENERATION.

9.3.1 Except Delhi division, the proportionate scrap generated by other divisions as on 15.9.2008 is less compared to proportionate target. COS advised all the Divisional Store Officers to match the scrap offering they have actually done in last year i.e. 2007-08 and accordingly target for 2008-09 division wise for scrap generation stands revised .

9.4 PROCUREMENT THROUGH LOCAL PURCHASE.

9.4.1 As suggested by Dy.CVO/Stores, CMM/S advised all the Divisional Stores Officers to apportion the total fund available on local purchase department wise as per the past trend of procurement for better management of existing

fund.

9.5 ASSISTANCE REQUIRED FROM MAIN DEPOTS AND HQ OFFICE.

9.5.1 Sr. DMM/LKO requested for posting of one AMM to assist Sr.DMM in day to day working and also during his absence. COS advised that instructions should be issued from HQs for arrangement of some alternative officer to look after the job of each Divisional Store Officers in their absence. Dy.CMM/HQ will issue necessary instructions in this regard.

9.5.2 Further COS advised that due to increased workload in divisions and to give better services to the consumers in the divisions, it is imperative to create one additional Jr. Scale Store Officer post in each division through Sales estimate or other estimates. CMM/S is advised to initiate proposal for the same.

9.5.3 COS further advised Sr. DMM/FZR for making special efforts to comply with the requirements of Railway Unit at Badgaon. In this regard he advised all the Depot Officers to assist Sr.DMM/FZR in his effort.

10.0 PRESENTATIONS

10.1 Presentation was made by Dy.CMM/JUDW on RFID & its use in warehousing.

10.2 Presentation was made by CMM/M on his experience in recent visit to M/S Siemens' factory in Austria & Germany.

11.0 The meeting concluded with a vote of thanks from Dy.CMM/HQ.

(S.N.Panda)
Dy.CMM/HQ