दक्षिण मध्य रेलवे SOUTH CENTRAL RAILWAY

प्रधान कार्यालय Headquarters Office
भंडार शाखा Stores Branch
रेल निलयम Rail Nilayam
सिकंदराबाद Secunderabad – 25.

No.S.348.Vig.Preventive Check.21. Dt.24.08.2021

OFFICE PROCEDURE ORDER NO.13/2021.

विषय/Sub: System Improvement on receipt & accountal of scrap materials – reg.

संदर्भ/Ref : Dy.CVO/S ltr no.265/V/PC/2020/08/00750/00751/S/G/GTL dtd.28.07.21

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The following system improvement is suggested on a preventive check conducted on receipt & accountal of scrap materials in the scrap depots and improper maintenance of records:

(i) There should be no delay in accountal of scrap material received. As there is no testing etc. involved, the accountal should be done within one / two working days of receipt of material.

(ii) Separate registers may be maintained for each bin available in the depot. If considered not prudent, separate set of pages should be earmarked for each bin in the register and entries of all unloading in the bin should made chronologically. Any lot formed and sold shall also be indicated in the bin register as being done presently. Bin/Lot register should be in the following format for each entry against the materials received under the headings of respective PL Numbers and Bin numbers.

Bin No. & Location				PL No.			
S. No	Date of receipt	Brief Description	Consig nee	DS-8 No & dt	Qty received	Cumulative Qty	RO No & Dt
1	2	3	4	5	6	7	8

Once the lot is formed, then all the details should be mentioned at the end of formed lot qty. The details should be like:

(a) Lot No:_____
(b) Sold Date:_____
(c) Sold Rate:_____
(d) Firm Name:_____

As and when bin wise entries are enabled in iMMS, the same may be utilized for maintaining bin registers instead of manual registers.

(iii) The supervisory officials must check the bin registers on a monthly basis and sign on the register as token of having checked the same. Depot officers should also make random checks on the bin registers.

(iv) Till such time that bin register entries are being made in manual register, the custodian of scrap material shall consolidate the bin register entries for all bins pertaining to a single PL number and reconcile this consolidated quantity with the ledger balance of the item. This reconciliation must be conducted on a monthly basis and depot officer must scrutinize the same. Reconciliation should be recorded on the ledger card (Bin card) itself for future reference.

This issues with the approval of competent authority.

24/08/2021

(एस. विजया भास्कर/S.VIJAYA BHASKER)
(उप मुख्य समग्री प्रबंधक/ Dy.CMM/GPS&IC)
कृते प्रमुख मुख्य सामग्री प्रबंधक
For PRINCIPAL CHIEF MATERIALS MANAGER

C:/- PS to PCMM for kind information of PCMM
CMM/G, CMM/M, CMM/T & CMM/S for kind information.
Dy.CVO/Stores, Dy.CMM/P&S, Dy.CMM/Con/SC for information
All Purchase Officers of HQrs, All Depot & Divisional Officers,
All purchase section incharges of PCMM Office.