

Office Order No. MM/ECOR/S-12/IC Policy/iMMS/1209

Date: 20/6/2017

Sub: iMMS Policy – modification of earlier Office Orders regarding
Stocking /Standardization, revision of AAC, submission of Imprest
including Stationery, Money Value/Books & Forms, closure of cards etc.

Ref: This office Order No. 04/ECOR/118/209 dated: 22.3.2013 &
MM/ECOR/Inv Control/S12/O.O./9880 Dated: 19.1.2015.

Consequent to the implementation of iMMS in all depots, Divisions & COS Office, the following procedure is to be followed for submission of proposals for Standardization/Stocking of items and revision of AAC/EAC of all stocked items including submission of demand forecast of Money Value, Stationery, Imprest, Books & Forms, re-opening of closed cards etc.

- 1.0 Proposal for Standardization/Stocking of new items or revision of AAC/EAC should be submitted by the consuming Departments in the standard format earlier circulated by this office to the concerned Stocking Depot Office once in a year well before generation of Advance Intimation Sheet (AIS) , clearly providing matching funds either by closure of PL card of equivalent value or reduction of EAC of existing PL card or by provision of extra fund in the Purchase grant. This proposal should be approved by the concerned HOD of HQ and to be vetted by associate Finance of the consuming Department.
- 2.0 **Procedure for Stocking Standardization of new item(s):** After receipt of the proposal, the concerned Depot should scrutinize the proposal & follow the guidelines of Inventory Control and allied activities in iMMS Depot user Manual regarding stocking/Standardization of new item(s) and forward the said proposal(s) online in iMMS to HQ Officer of Inventory Control. The case file alongwith the hard copy of the proposal should be sent to the Inventory Control Cell of HQ. Inventory Control Section will process the file for final approval of the Competent Authority both in online & offline.

The competent Authority for approval of Standardization/Stocking of items is as follows :-

COS – for “A” category items.

CMM – for “B” & “C” category items.

- 3.0 **Procedure for Revision of AAC of items :** After scrutinizing the proposal the Depot Officer shall forward the revision proposal online in iMMS to concerned HQ purchase officer or intimate through AIS for approval at HQ. The case file for “A” category items along with the hard copy of the proposal having sufficient justification of enhancement, 3 years consumption pattern and existing AAC for each item should be sent to the Inventory Control cell of HQ for off line approval of competent authority. Demand forecast, Imprest, Stationery, money value, Books & Forms items for consignees shall be dealt by Depots and intimate the HQ through AIS once in a year.

Contd...P/2

Competent Authority for approval of revision of AAC are as follows :-

COS – “A” category items, recommended by SAG committee comprising of the concerned SAG level HQ Officer of consuming Department, HQ Finance & Stores Department.

CMM – “B” category items for proposed AAC more than 10% of overall AAC. This proposal shall be concurred in by HQ Stores Finance.

For “C” category items proposed AAC more than 20% of overall AAC.

(iii) For any enhancement of AAC below 10% for “B” category and below 20% for “C” category items, concerned Depot Officer will approve the revision of AAC and intimate purchase section of HQ for incorporation of AAC.

(iv) Depot office will maintain consignee wise AAC and consumption details of previous 3 years for all the items stocked in their Depot (in line with old MMIS).

4.0 Re-opening of closed card can be done by the concerned Depot Officers in iMMS, duly sending the proposal to IC Section and getting approval by the concerned Purchase Officer.

5.0 The Stocking Proposal as well as revision of AAC has to be updated by the concerned Purchase Section and to be authorized by respective Purchase Officer at the level of Dy.CMM.

This issues with the approval of COS.


29/6/17
Dy.CMM/System

For Controller of Stores

Copy forwarded for kind information and necessary action to :-

- (1) All PHODs/CHODs.
- (2) DRM/ KUR SBP, WAT.
- (3) CWM/CRW/MCS.
- (4) All Depot/Divisional Stores Officers.
- (5) All Purchase Officers of HQ.
- (6) Dy.FA&CAO/SW, Sr.AFA/Store/BBS
- (7) Policy Section & all concerned.


For Controller of Stores

**New format for Stocking of new item, allotment of PL number as per
RB's No. 2001/RS(IC)/Misc./165/1/Pt.I Dated: 13.10.2015 circulated
vide this office O.O. No. 04/ECOR/142/237 Dated: 20.11.2015.**

S-1404A

a	Proposed Description of the item	
b	Specification/Drawing of the item	
c	Main Group/Sub Group/PL number of proposed item (to be allotted by PLUS after e-enabling of PLUS is implemented)	
d	Unit for stocking and unit of issue	
e	If purchased earlier as a non-stock item, quantity purchased/consumed in last 3 years alongwith details of past orders	
f	Estimated rate	
g	Estimated Annual Consumption(EAC)	
h	Basic on which EAC is arrived	
i	Annual usage value(anticipated) (less than 25,000/- will not be standardized/stocked as this office O.O. No.04/ECOR/142/237 Dt:20.11.2015)	
j	If in replacement or supersession of an existing PL No., details with justification for the same%	
k	Repercussion financial or otherwise on existing stock held in the stores depot or with the user department%	
l	Proposed disposal of existing stock that is likely to be rendered surplus%	
m	Whether old PL No. will be closed after stock in hand is exhausted.	
n	End use of the item proposed for stocking and parent/child relation (if any) in the BOM	
o	Nature of store from the point of criticality of usage (Vital or safety#)	

p	Depot(s) where proposed to be stocked																					
q	PL No. (if it exist else it will be allotted by nominated)																					
r	Class of store(Ordinary/Emergency/Special)																					
s	Category of stores (new, second hand, repairable, finished, semi-finished, rough as per para 1403, para 2605 of stores code). In order to facilitate this classification the following Table should be used <table border="1"> <tr> <td>Quality processing</td> <td>New</td> <td>Second hand</td> <td>Repairable</td> </tr> <tr> <td>Finished</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Semi-finished</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rough</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">*see stores code 1615</td> </tr> </table>		Quality processing	New	Second hand	Repairable	Finished				Semi-finished				Rough				*see stores code 1615			
Quality processing	New	Second hand	Repairable																			
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t	The material type (Cat I/ Cat II/ Cat III/others) as per Board's letter No. 99/RS(G)/709/1 Pt dt 11.03.2005 (applicable only for safety or vital item [#])																					

% . Wherever a new product being developed on experimental/trial basis is being proposed to be stocked as ordinary stores, the provisions in stores code para 743 and para 747 (to the extent applicable) will be factored in before stocking the item.

%2.Provisions of Stores Code para 2204 to 2207 should be observed wherever applicable.

#Safety item is one whose non availability or malfunctioning affects safe train operation.

#Vital item is one whose non availability or malfunctioning affects train operation.

JAG Officer/HQ

Vetted by associate Finance

Signature/Seal

SAG Officer