

CHAPTER VI

SIGNALLING STORES AND THEIR ACCOUNTAL

6.1. **Classification of Stores.**—The Stores in the custody of the Signal Inspectors may be broadly grouped under the following Stock Heads :—

- (a) Imprest Stores—' Charged Off ' to Revenue ;
- (b) Tools and Plant ;
- (c) Protective Clothing ;
- (d) Books of Reference ;
- (e) Office furniture ;
- (f) Stationery and Forms ;
- (g) Stores obtained for specific works.

SECTION ' A '

Imprest Stores

6.2. **Operation of Imprest.**—The materials classified as Imprest Stores, their procurement and accountal are contained in Chapter XXVIII of Stores Code and XIV of Engineering Code (relevant extracts at Annexure ' 26').

6.3. **Location and Scale of Imprest.**—Imprest Stores shall be provided with each Supervisory Signal Inspector on a Division or such other Inspectors as may be nominated for the purpose. The nature of items of Imprest Stores, location and the scale for each imprest holder shall be fixed by the Chief Signal and Telecommunication Engineer or any lower authority authorised for the purpose. The quantity of each item of imprest stores which each imprest holder may hold at a time shall be generally based on quarterly average consumption for normal maintenance and upkeep of equipment. Time for procurement in case of non-stock items and also time required for Stores Van movements in the case of stocked items may be taken into consideration for determining the quantity of imprest. The sanctioned scale shall not be increased or decreased without prior approval of the sanctioning authority.

SECTION ' B '

Tools and Plant

6.4. **Scale.**—A scale of Tools and Plant shall be fixed by the Chief Signal and Telecommunication Engineer for each Inspector. This scale will include Tools for each Maintainer and artizan besides a small reserve with the Inspector.

6.5. **Accountal.**—Instructions in regard to accountal of Tools and Plant are contained in Paras 1456 and 1457 of Engineering Code (extracts at Annexure ' 27').

SECTION ' C '

Protective Clothing

6.6. **Periodical requirements.**—The Supervisory Signal Inspector shall submit to his Divisional Signal and Telecommunication Engineer, the periodical requirements of protective clothing for all the staff eligible for the supply of the protective clothing in accordance with instructions issued from time-to-time.

6.7. **Preparation of Indents.**—Guidelines in regard to preparation of indents and accounting of protective clothing are contained in Annexure ' 28 '.

6.8. **Accountal of protective clothing.**—Accounts of protective clothing shall be maintained by the Supervisory Signal Inspectors on Ledgers similar to the Tools and Plant Ledgers.

SECTION ' D '

Books of Reference

6.9. **Supply of Books of Reference.**—The Supervisory Signal Inspector shall arrange to get copies of all Books of Reference, in accordance with instructions in Chapter VIII, for the use of his office, for himself and for the use of staff under him by submitting necessary indents to his Divisional Signal and Telecommunication Engineer.

6.10. **Accountal.**—Accounts of Books of Reference shall be maintained on Ledgers similar to the Tools and Plant Ledgers.

SECTION ' E '

Office Furniture

6.11. **Accountal and Replacement :**

6.11.1. The Supervisory Signal Inspector shall maintain an account of all office furniture in his charge on Ledgers similar to the Tools and Plant Ledgers.

6.11.2. All replacements shall be made on return of unserviceable articles. For any additional item, prior approval of the Divisional Signal and Telecommunication Engineer shall be obtained before placing the indent.

SECTION ' F '

Stationery and Forms

6.12. **Indents of Annual requirements :**

6.12.1. The Inspectors shall submit the indents of their annual requirements of stationery to the Divisional Signal and Telecommunication Engineer in accordance with the scale for the supply of stationery.

6.12.2. The Divisional Signal and Telecommunication Engineer shall see that the sanctioned scale is not exceeded and the items for which no sanctioned scales have been fixed are essential and have necessarily to be supplied.

6.12.3. **Accountal.**—A numerical accountal of receipt and issue of all items shall be kept. The Divisional Signal and Telecommunication Engineer's Office shall make checks periodically to see that there is no accumulation of items of stationery and forms in the subordinate offices.

SECTION ' G '

Stores obtained for works including Special Revenue Works

6.13. **Requisitioning :**

6.13.1. Materials for specific works shall not ordinarily be requisitioned unless the estimate of the work has been sanctioned by the competent authority and funds have been allotted.

6.13.2. Requisitions for materials shall show the name and particulars of the estimate and sanctioning authority for the work.

6.13.3. Advance procurement of stores may be authorised by the Chief Signal and Telecommunication Engineer or Deputy Chief Signal and Telecommunication Engineer in charge of Works for long lead vital materials such as relays, cables, signal machines, point machines, block instruments, etc., which are required for the next three years, and which have to be specially arranged or have to be imported. In such cases, the indents may be placed as soon as a Work appears in the Final Works Programme. These indents shall be prepared on the basis of realistic estimate of quantities of materials and subject to prior scrutiny by Finance Branch in respect of reasonableness of the quantity of materials indented. The Chief Signal and Telecommunication Engineer or the Deputy Chief Signal and Telecommunication Engineer in charge of the work shall certify the quantities of materials indented for each work. Indents shall specify the delivery schedule for the next three years and funds shall be arranged according to the delivery schedule.

6.13.4. The materials on receipt shall be either utilised on the work or if this is not immediately possible stored carefully.

6.14. **Materials-at-Site account.**—The material received for Works detailed in Para 6.13.1 above, if not used up immediately, shall be kept at debit of a numerical account of 'Materials-at-site' of the particular work. Detailed instructions in regard to maintenance of accounts for Works estimated to cost less than Rs. 1 lakh and more than Rs. 1 lakh are contained in Chapter XIV of Engineering Code (extracts at Annexure '29').

SECTION 'H'

The Daily Transactions

6.15. The Daily Transactions Register :—

6.15.1. A Daily Transaction Register shall be maintained by each Inspector, similar to Form No. No. S & T/DT. (Annexure '30').

6.15.2. All receipts and issue of Stores pending their transfer to their appropriate Ledgers, shall be entered in this Register.

6.15.3. The Register shall be written up daily. A line shall be drawn across both pages under the last entry of each date to prevent subsequent entries being made.

6.15.4. There shall be no direct posting of materials in Ledgers from Challan. All transactions shall first be shown in the Daily Transaction Register.

6.15.5. The dates shall be the same in both Ledger and the Register.

6.15.6. Issues of materials from outside stocks will be recorded by the Inspectors in their line note books first. These entries will then be transferred to the Daily Transaction Register. The date of entry in the Daily Transaction Register shall be recorded on the note book.

6.15.7. The Inspectors are personally responsible for all the Stores in their custody and shall satisfy themselves that the Daily Transaction Register and the Ledgers are being correctly posted. They shall initial the Daily Transaction Register at least once a week in token of having verified the entries thereof.

SECTION 'J'

Returned Stores

6.16. **Instructions**—Instructions regarding returned stores are contained in Chapter XVI of the Indian Railway code for the Stores Department (relevant extracts at Annexure '31').

6.17. Despatch of Spare, second hand and scrap materials :—

6.17.1. Spare and second hand materials sent to Stores Depot shall be carefully loaded to avoid loss or breakage.



6.17.2. Material complete but having pins badly worn and not sufficiently good to be considered second hand, shall be entered up as serviceable scrap and their approximate weight shall be stated. If parts are missing, full details shall be given.

6.17.3. In the case of Signals, height, type and condition of post and fittings shall be stated.

6.17.4. All cast iron, steel, brass, zinc, copper and lead scrap shall be collected from Sections regularly and sent to Stores Depot, with description and approximate weight.

6.17.5. Empties such as tins, drums kegs, barrels, and cement bags shall be accounted for along with the materials contained in them and shown in the Returns. They shall not be held longer than necessary and shall be returned to Stores Depot for disposal.

6.18. Credit for "Returned Stores".—

6.18.1. The credit value allowed in the estimate for the returned Stores which are not likely to be required again shall be kept within the figure likely to be realised for it as an obsolete material or as scrap.

6.18.2. For materials likely to be used again, after return credit value proportionate to its further life may, however, be provided in the estimate. The normal life of some of the Signalling equipments as laid down in para 219 of the Indian Railway Financial Code is as follows :—

(i) Signalling apparatus—both Mechanical and power	25	Years
(ii) Underground Cables	30	"
(iii) Block token instruments	25	"
(iv) Electrical power plant—Oil Engine driven	15	"
(v) Motor Vehicles—Road and Rail Motor Trolley	10	"

SECTION ' K '

Requisitions

6.19. Preparation of Requisitions.—The following instructions shall be observed in the preparation of requisitions :—

6.19.1. Separate requisitions shall be prepared for each item of material. Requisition for stock items shall be prepared in Form No. S. 1313 and for Non-Stock items in Form No. S. 1302 (samples of Forms at Annexure ' 32 '.)

6.19.2. Nomenclature, price list Nos., and other references shall be correctly reproduced. In the case of special and non-standard items, description with complete specifications and drawings shall be given.

6.19.3. Blank space, if any, below the last item shall be crossed.

6.19.4. The designation of the consignee shall be written in full. No code abbreviations shall be given.

6.19.5. The head chargeable shall be entered on all the requisitions.

6.19.6. The requisition for materials for different sanctioned works and revenue maintenance shall be distinguished by a mark or a code letter, as laid down by the Stores Department.

6.19.7. In the case of sanctioned works, the number of estimate and the reference of the sanctioning authority shall be given clearly.

6.19.8. The quantity of each material shall be given in correct units in words and figures.

6.19.9. Corrections, if any, shall be initialled.

6.19.10. Availability of funds shall be certified by the Divisional Signal and Tele-communication Engineer.

6.20. Requisitioning of Materials.—

6.20.1. All materials and equipment shall normally be indented in accordance with Indian Railways Standard Drawings and specification. Where any such drawing or specification number is quoted, the latest alteration number as on the date of purchase will automatically apply. For items for which an I. R. S. specification does not exist, an appropriate specification shall be quoted.

6.20.2. No alteration or modification to or divergence from I. R. S. drawings shall be permitted without the specific sanctions in writing, of the Chief Signal and Telecommunication Engineer. In the case of deviations having been decided upon before the placing of an order, whether direct or through the Director-General, Supplies and Disposals, the indenting authority concerned shall quote such sanction in the order. When deviations are decided upon or desired after the placing of an order, the necessary sanction shall be obtained, in writing, by the Inspectorate concerned in consultation with the indenting authority.

SANCTION 'L'

General Instructions

6.21. Stores supplied by firms.—Receipt of Stores received direct from firms shall be promptly acknowledged. Discrepancy or defect, if any, shall be brought to the notice of the Divisional Signal and Telecommunication Engineer immediately.

6.22. Custody and Maintenance.—The Inspectors shall be responsible for the maintenance of all Stores and Tools and Plant in their charge in proper condition. Where Watchmen are necessary, the Inspector shall approach the Divisional Signal and Telecommunication Engineer giving full justification. The guidelines laid down in Annexure '33' shall be followed as far as practicable.