

Inspection Notes of Shri. O.P.KHARE, Additional Member (RS) at
General Stores Depot / Perambur / Southern Railway on 20.08.2018

Sl.NO	Remarks	Action By
1.0	Inspected the General Stores Depot (GSD) accompanied with PCMM/SR, all CMMs and the Depot Officers.	
2.0	<p><u>Receipt Ward:</u></p> <p>a) Checked the Rejection Register. There were two long pending Rejection cases involving recovery of payments. These cases need to be cleared on priority.</p> <p>b) In line with paperless working, forwarding of hard copies of Receipt Notes to Associate Finance and vendors should be dispensed with and payment should be made based on the digitally generated Receipt Notes only.</p>	PCMM/SR
3.0	<p><u>B-Ward:</u></p> <p>a) Inspected the B-ward and found that it is a very old shed in a bad condition. Dy.CMM/GSD informed that the new depot building is already constructed under replacement and process of shifting is in progress. Depot officer was advised to complete the shifting by 31.08.18.</p> <p>b) All old and dilapidated furniture should be condemned and replaced with good quality/branded furniture.</p>	PCMM/SR
4.0	<p><u>New Building Complex:</u></p> <p>a) Epoxy Flooring must be provided in the Wards.</p> <p>b) Industrial vacuum cleaners must be provided to maintain the cleanliness in the wards.</p> <p>c) Vertical stacking/storage system should be provided in all the Wards for efficient utilisation of the vertical space.</p> <p>d) Modular furniture should be procured for the officers.</p> <p>e) Ward keepers should develop garden/lawns in front of and around their respective wards. Competition amongst wards can be organised to encourage improvement in premises.</p> <p>f) In the new office building, unwanted partitions should be removed so that adequate ventilation is provided and space is not wasted.</p> <p>g) Cleanliness of toilets and sufficient drinking water facilities must be ensured.</p>	PCMM/SR DRM/MAS
5.0	<p><u>Scrap Yard</u></p> <p>a) Work on temporary partitioning of bins for receipt and disposal of scrap items is under progress. PCMM/SR informed that lot of work has been done by the depot in this regard recently. Depot should continue to further improve the scrap yard.</p> <p>b) Concrete flooring should be provided in the scrap yard with</p>	PCMM/SR DRM/MAS

	<i>should be made in Works Programme.</i>	
6.0	<p><u>Books and Forms Depot</u></p> <p>a) Dy.CMM informed that out of 458 items stocked as Custody Stores including 36 money value items, PL Nos. have been identified for 200 items and stocking is under process. For the balance items, work for identification of unified PL in co-ordination with SCR is under progress. This work must be completed expeditiously.</p> <p>b) Action should be taken to stock the Books and Forms in the Divisions so that consignees in the division shall draw the same from their Divisional Depots, including UTS tickets.</p>	PCMM/SR
7.0	In appreciation of the good work done by the depot staff, cash award of Rs.10,000/- was announced.	EDEG
8.0	<p><u>Discussion with GM/S.Rly</u></p> <p>a) The need for providing proper material storage systems with high rise vertical racking and suitable stacker was emphasised to utilise the vertical space. Office furniture/work stations in the Depot is very old and needs replacement. GM/SR was requested to provide funds for replacement of the same.</p> <p>b) GM/SR requested to look into coverage of S.Rly requirement of rails as track renewal work is lagging behind for want of rails.</p> <p>c) Apprised GM/SR about the recent coverage of steel items. GM/SR requested for coverage of additional steel requirements by operating 30% option clause for which adhoc indents will be submitted shortly.</p>	GM/SR PCMM/SR AM / CE PCMM/SR EDRS(S)
9.0	<p><u>Addressed the stores officers of S.Rly which included following:-</u></p> <p>a) All stores officers including headquarters/Depot/Divisional officers should do inspection for scrap mobilisation at least once in a month, along with respective SSEs. Photographs of scrap/unused materials should also be taken and included in the inspection report section-wise schedule should be issued by HQ.</p> <p>b) Follow-up of inspection reports must also be done and put up along with subsequent inspection reports.</p> <p>c) The stationary items must be stocked in all Divisional depots, duly opening the headings as in GSD/PER for issue of material to the Divisional indenters depots. Any new item for stationary/books and forms, if required should be opened duly obtaining unified PL No. from S.C. Railway, if not already available.</p> <p>d) Cleanliness of depots must be ensured as there is lot of scope for improvement. Officers/CDMS/DMS should be deputed to Stores depots of ICF where lot of improvements have been done.</p>	PCMM/SR

10.0	<p><u>Some of the suggestions given by officers during interaction are as under:</u></p> <p>(a) Vendor rating is not available in IMMS, and same should be made available. This should be examined.</p> <p>(b) If CCTV is installed in Scrap yards, there should be no need for Accounts and RPF staff to witness the delivery. This is a policy matter and a proposal should be sent by SR.</p> <p>(c) For items procured on GeM, PO is placed on GeM and then on IMMS and the PO has to be sent to Accounts for vetting if over Rs. 8 lakhs. It was suggested that there is no need to send the PO for vetting and funds booking should be taken care of by the system.</p> <p>(d) Production capacity of the firm shown in the RDSO approved does not match with the quantities of orders executed by the firm. A reference in this respect should be sent to Railway Board.</p> <p>(e) CRIS should ensure a unique vendor code for every vendor.</p> <p>(f) The post of DMS should be classified under 'safety' category. This should be examined in Board's officer.</p>	<p>EDRS/G GM/CRIS</p> <p>PCMM/SR EDRS/S</p> <p>EDRS/G</p> <p>PCMM/SR</p> <p>EDRS/G</p> <p>GM/CRIS PED/RS(P)</p>
------	--	---



(O.P. KHARE)

Addl. Member (RS)

Rly. Board, New Delhi- 110001

No. AM(RS)/Inspection/2018-19/4

Dated: 07.09.2018

Copy for information and necessary action to:-

1. GM/SR
2. GM/CRIS
3. AM/CE
4. PED/RS(P)
5. PCMM/SR
6. EDRS(G)
7. EDRS(S)
8. EDEG
9. DRM/MAS/SR