

Inspection of GSD/WS/KGP by A.K.Panda, COS/SER on 05.9.2014,
 accompanied by Dy.CMM/D/GRC, Dy.CMM/GSD, Dy.CMM/Sales, SMM/WS & other
 SMMs/AMMs/KGP.

SL	Description	Action by
1.	General Stores Depot/KGP	
1.1	100 Ton Rail Cum Road weigh bridge was inaugurated. The weigh bridge was checked with a light vehicle and was found to be working satisfactorily. However, the Depot has to make arrangement for adequate test weight for calibration as well as periodic checking through test wagons as per schedule. DyCMM/GSD will co-ordinate and issue a procedure order applicable for all weighbridges of KGP depot complex. Maintenance contract should be in place to be used after expiry of warranty/guaranty period.	Dy.CMM/GSD DyCMM/Sales SMM/WS/KGP
1.2	Warehousing in TM/AC, LHB electrical ward was found to be OK and Items are properly stacked. However, in one godown part stock of bleaching powder was found to be quite old. Hence for all shelf life items, the requirement of staggered delivery should be mentioned in the demand itself. In case, some P.Os are issued with one time delivery, which may lead to deterioration and effectiveness of materials, the depot should approach Purchase office immediately for changing the delivery period of PO in a staggered manner.	CMM(M) CMM(G) Dy.CMM/GSD DyCMM/Sales SMM/WS/KGP
1.3	The annual requirement of Deodorant liquid should be reviewed as cleaning activity of many trains/ stations have been out sourced.	Dy.CMM/GSD
1.4	The foundry items like Ferro phosphorous, lead, Ferro silicon, etc which are not likely to be issued may be disposed to other Railways, where foundry is still working.	SMM/WS/KGP
1.5	It was confirmed by Depot officers that the Steel Sheets are issued to consignee normally without breaking the original packing to prevent pilferage / misplacement en-route and easy identification / handling etc. Dy.CMM/GSD was advised that the surplus steel items may be converted into Shop made items for which he has to submit Work Order to CWM/KGP as already advised by CWE in March, 2014. This should be done within next 10 days.	SMM/WS/KGP Dy.CMM/GSD
1.6	A large quantity of Carriage & Wagon items was found stacked in Open Yard. All material should be shifted under shed or covered spaces. Depot should do rearrangement of wards. Some portion of Receipt Branch can also be converted into wards.	Dy.CMM/GSD
2.	Inspection of Receipt Section & Clothing Factory	
2.1	A large quantity of Lavatory Pan for which R/Note has already been granted is kept in the receipt section since last 2 years. Depot Officer should hand over the same to the concerned ward and should not keep any material in Receipt Section for which R/Note has already been granted. The excess quantity of this lavatory pan should be disposed off immediately to other Railways. IREPS may also be checked to find out the Railways who are procuring this item. The material may be offered to them.	Dy.CMM/GSD DyCMM/Sales SMM/WS/KGP

	It has been informed by Dy.CMM/Coaching that the material is required at NF Railway and one Sale order is also pending on Depot. Immediate dispatch should be arranged.	Dy.CMM/Chg/GRC SMM/WS/KGP
2.2	<p>Dy.CMM/GSD informed that 18-20 SLD, wagons, VPUs are being used by GSD to distribute material to different consignees.</p> <p>Almost all the Railways have already switched to transportation by contractual trucks as the same is much cheaper and faster mode of door delivery. Hence, depot should immediately start processing of tender for road contract for distribution of material. Tender should be opened positively by December 2014 so that contracts are finalized by March-15 and all materials are delivered by trucks only w.e.f. 1.4.2015.</p>	Dy.CMM/GSD
2.3	The Receipt Register was checked. Two old cases are pending from 27.6.14 and 1.7.14 due to non receipt of regularizing PO and non opening of unified PL in MMIS. This is not acceptable. Such cases should be cleared within few days. Receipt cases should be dealt with top most priority. SMM/Depot/KGP assured that he will clear both the cases by 12.9.2014. Depot should use SMS/email to communicate with Purchase Officer for such cases, rather than writing of letters in routine manner.	Dy.CMM/GSD DyCMM/Sale SMM/WS/KGP
2.4	The approach area of Cloth cutting Ward should be cleared and converted into a garden.	DyCMM/Sales
2.5	Depot has to ensure that the Acknowledged/Verified Vouchers are paired/ pasted without delay as per S1316a. Dy.CMM/D informed that Office Order no.14/SER/05 dated 25.02.14 has already been issued and the time frame has been fixed. Depot should comply the instructions strictly and in case the Verified Vouchers are not returned, issue to that particular consignee may be suspended.	Dy.CMM/GSD DyCMM/Sales SMM/WS/KGP
3.	Meeting with Depot Officers:	
3.1	The local purchase from imprest should be done within the limit of Cash Imprest. In case, requirement is more, the proposal for enhancement of cash Imprest should be submitted.	Dy.CMM/GSD DyCMM/Sale SMM/WS/KGP All officers.
3.2	Shortage of staff in the Division/outside Depots is being regularly reported. Dy.CMM/GSD will study the requirement of all outside depots/divisions based on Rolling stock holding/ work load and submit proposal for transferring of vacant posts within next one month.	CMM(M) Dy.CMM/GSD
3.3	More post of DMSs should be created by matching surrender of the Clerical post.	CMM(M) Dy.CMM/GSD

3.4	Inspection schedule in the Depot for Dy.CMMs, SMMs, AMMs and Sr. Supervisors should be followed as per Railway Board Guidelines so that no area of depot remains un-monitored/ un-inspected. The guide lines should be re-iterated. After inspection, the advice/instruction should be noted down in the Register of the Section itself normally. Necessary orders may be issued by Dy.CMM/GSD for all the depots in KGP complex in consultation with Dy.CMM/Sales, SMM/WS.	CMM(G) Dy.CMM/GSD
3.5	Depot Officer should take pro-active role for disposing of inactive/surplus items. The position as well as the action taken by them should be advised to COS every month. Already Railway Board has expressed concern about high inventory balances of such items.	All Depot Officers.
4.	Inspection of R.Yard:	
4.1	Few lots were found to be not distinct. Depot Officer should ensure before putting up the lot in catalogue that there is adequate separation between two lots to avoid mixing at the time of delivery.	Dy.CMM/Sales
5.	Inspection of Wagon Depot:	
5.1	The stock keeping inside the covered ward is found to be satisfactory. However, one Fork lifter is to be permanently allocated to wagon depot for day-to-day handling of material.	SMM/WS/KGP Dy.CMM/GSD
5.2	A large quantity of material (including small materials like narrow/wide jaw adopter) is kept in open space. All the small materials should be kept inside covered ward to prevent any pilferage.	CWM(W)/KGP SMM/WS/KGP
5.3	CWM/wagon has already approved transfer of IOW godown to Stores. SMM should arrange shifting of all the materials lying in open to that godown. The shifting should be completed within next 45 days.	CWM(W)/KGP SMM/WS/KGP
5.4	Large quantities of cotton waste were found inside the covered ward. The same is required to be disposed off. Cotton waste may be issued for cleaning purpose in lieu of cleaning cloth for part of the requirement. Matter to be decided in consultation with CWMs.	CWM(W)/KGP SMM/WS/KGP
6.	Meeting with CWM(Wagon)/KGP.	
6.1	CWM(Wagon) has expressed urgency for few items given in Annexure-A. The same should be made available on top priority basis. CWM(Wagon) was requested to make Budget Provision for drawing materials as per EAC of items stocked.	CWM(W)/KGP Dy.CMM/W/GRC, SMM/WS/KGP

6.2	CWM/Wagon was advised to provide one large godown to keep all materials under covered space to avoid any deterioration/pilferage. CWM agreed to hand over about 50% of the space of newly constructed godown (where non-stock material is kept presently) after bifurcation for keeping small materials to start with.	CWM(W)/KGP SMM/WS/KGP
7.	Meeting with staff representatives:	
7.1	<p>Union welcomed the COS and other Officers. They represented that the compassionate appointment cases are dealt with lot of delays. As such, the approval for appointment may be granted by CMM in place of CWM. They also requested for re-opening of old compassionate cases which have been turned down. It was explained that the delegation of power has been done by GM, as such the cases cannot be dealt by CMM. However, all the cases are required to be dealt with compassion and due sympathy. Dy.CMM/GSD/KGP should expedite the same following proper rules.</p> <p>If some old cases are required to be re-opened that may be admitted only if it is permitted by rules.</p> <p>Moreover, considering the fact that a lot of vacancies exist in depots/divisions located out of KGP, which are required to be filled up, an undertaking may be taken from the applicant for compassionate appointment at the time of application itself stating that they are ready to serve anywhere in S.E.Railway under Stores Department.</p>	Dy.CMM/GSD
7.2	Union also represented against delay in processing of re-structuring of cadre. Dy.CMM/GSD should expedite the same.	Dy.CMM/GSD
7.3	Union also mentioned problems of drinking water, non-provision of aqua-guard, non-cleanliness of canteen area and non-provision of adequate trolleys. Dy.CMMs should look after these areas. It is however emphasized that to achieve progress in any matter, active participation and discipline of staff is necessary and without their co-operation and active participation no area of depot can be improved upon.	Dy.CMM/GSD DyCMM/Sale SMM/WS/KGP All officers.
8.	Meeting with DRM/KGP:	
8.1	DRM/KGP was requested to carry out repair of some godown under revenue for which he has agreed. Dy.CMM/GSD/KGP should interact with DRM/KGP to get maintenance/repair work done. DRM was informed that Sr.DMM has been authorized to make procurement for Electrical/Diesel shed under Division. The Store Organization in the Division should be strengthened to utilize power delegated to be more effective and efficient.	DRM/KGP Dy.CMM/GSD

9.	Visit of Printing Press:	
9.1	There is adequate space for printing and depot activities as quantum of work load has reduced. The Union represented that only Artisan staff is running the machine as there is vacancy of Technical Staff like SSE/JE and re-structuring of cadre is pending. Dy.CMM/Sales should sort out the issue. It was informed that the purchase of Printing Press equipment at a cost of Rs.1.4 Cr. which is pending on COFMOW.	Dy.CMM/Sales SMPS/KGP
9.2	SMPS told that few machines are idle since long due to nonpayment of old bills since last two years by Accounts against procurement of spare consumables through local purchase to the Agency. As per budget statements, Printing Press is a Work Shop and is provided budget in WMS and all books and forms printed by them are required for running of trains/operation. It is highly un-justified to keep the manpower and machines costing tens of lakhs idle on account of nonpayment of petty bills of few thousands. Dy.CMM(Sales)/KGP will sort out the issue with Associate Accounts immediately and make a reference if problem is not sorted out.	Dy.CMM/Sales SMPS/KGP
10.	ACTION TAKEN REPORT on this report should be submitted on 1 st day of every month for next 3 months.	Dy.CMM/GSD DyCMM/Sale SMM/WS/KGP


(A. K. Panda)

CONTROLLER OF STORES/GRC

No: SER/STORES/COS/02

Dated: 11.9.2014

Copy forwarded to:-

1. Secty to GM for kind information of GM please.
2. DRM/KGP for information please
3. CWM(WS)/KGP.
4. CWM(Wagon)/KGP.
5. CMM(M), CMM(G)/GRC.
6. All Dy.CMMs/GRC.
7. Dy.CMM/GSD, Dy.CMM/Sales, SMM/WS/KGP.
8. SMM/AMM/BKSC, TATA, BNDM.