

Issue and Distribution of Stores

Issue and distribution of Stores

- Introduction to Issue and Distribution of stores.
- Issue Procedure.
- Issue of material and Granting of Issue Note nos.
- Distribution Of Different Copies Of Issue Note.
- Distribution Of Stores to the Indentors.

Introduction to Issue and Distribution of Stores:

- Stores Depot receives, inspects and stores various materials for the basic purpose of issuing them to various consumers of the Railways.
- These consumers may be various subordinates/officers of the divisions or other units such as workshop etc.
- They may require the materials for maintenance and operation or for new works.
- Therefore, the depot has to ensure a good system of issue of the materials to cater to all types of issues to indentors.

स्टोर के निर्गम और वितरण का परिचय::

- स्टोर डिपो रेलवे के विभिन्न उपभोक्ताओं को जारी करने के मूल उद्देश्य के लिए विभिन्न सामग्रियों को प्राप्त करता है, उनका निरीक्षण करता है और उनका भंडारण करता है।
- ये उपभोक्ता प्रभागों या अन्य इकाइयों जैसे कार्यशाला आदि के विभिन्न अधीनस्थ/अधिकारी हो सकते हैं।
- उन्हें रखरखाव और संचालन या नए कार्यों के लिए सामग्री की आवश्यकता हो सकती है।
- इसलिए, डिपो को मांगकर्ताओं को सभी प्रकार के मुद्दों को पूरा करने के लिए सामग्री जारी करने की एक अच्छी प्रणाली सुनिश्चित करनी होगी।

The system has to ensure following basic things:

- a) Materials should be issued on proper authority i.e. there should be a proper requisition from the indentors.
- b) There should be a proper system of keeping records of all requisitions submitted by the indentors so that various queries of the indentors about compliance of their requisitions may be adequately dealt with. This system should also be capable of providing managerial information required to monitor the productivity of the system and also to improve the same.
- c) There should be a system of detecting a demand which is placed by the indentor for the quantity which is more than the quantity sanctioned for him by the competent authority. (In Railways this system exists for imprest stores, few Consumables and stationary items).

- d) Issues should be made without any delay.
- e) There should be a proper system of keeping account of the issues and raising timely debits to the units to whom the materials have been issued. For this all concerned officers/officials should be informed in time about the issue of the material.
- f) Materials once issued, should not form a part of the physical inventory of the stocking ward.
- g) There should be minimum possible wastage due to retail issues etc.
- h) Materials issued should be correctly measured.

- (ए) सामग्री उचित प्राधिकार पर जारी की जानी चाहिए यानी मांगकर्ताओं से उचित मांग होनी चाहिए।
- (बी) मांगकर्ताओं द्वारा प्रस्तुत सभी मांगों का रिकॉर्ड रखने की एक उचित प्रणाली होनी चाहिए ताकि मांगकर्ताओं के उनकी मांगों के अनुपालन के बारे में विभिन्न प्रश्नों को पर्याप्त रूप से निपटाया जा सके। यह प्रणाली सिस्टम की उत्पादकता की निगरानी करने और उसमें सुधार करने के लिए आवश्यक प्रबंधकीय जानकारी प्रदान करने में भी सक्षम होनी चाहिए।
- (सी) मांग का पता लगाने की एक प्रणाली होनी चाहिए जो मांगकर्ता द्वारा उस मात्रा के लिए रखी गई है जो सक्षम प्राधिकारी द्वारा उसके लिए स्वीकृत मात्रा से अधिक है। (रेलवे में यह प्रणाली अग्रिम भंडार, कुछ उपभोग्य सामग्रियों और स्टेशनरी वस्तुओं के लिए मौजूद है)।
- (डी) मुद्दे बिना किसी देरी के बनाए जाने चाहिए।
- (ई) मुद्दों का हिसाब-किताब रखने और जिन इकाइयों को सामग्री जारी की गई है, उनके लिए समय पर डेबिट करने की एक उचित प्रणाली होनी चाहिए। इसके लिए सभी संबंधित अधिकारियों/कर्मचारियों को सामग्री के संबंध में समय पर सूचित किया जाना चाहिए।
- (एफ) एक बार जारी की गई सामग्री, स्टॉकिंग वार्ड की भौतिक सूची का हिस्सा नहीं होनी चाहिए।
- (छ) खुदरा मुद्दों आदि के कारण न्यूनतम संभव बर्बादी होनी चाहिए।
- (ज) जारी की गई सामग्री को सही ढंग से मापा जाना चाहिए।

Issue Procedure:

- Different types of forms have been designed to deal with different types of requests for issue of materials.
- These forms are:
- Requisition Register for each division, shop S-1307.
- Combined requisition & Issue Note S-1313.
- Imprest recoupment schedule S-1830.
- Issue tickets (for workshop items) S-1510.
- Depot transfer orders, Depot transfer requests S-1320
- Gate Pass-S-1349

Scrutiny of Requisitions:

- Scrutiny of requisitions is done by Ledger section, if there is a centralized ledger section, otherwise this work is done by the ward.
- Requisitions are scrutinized to see that the requisitions have been properly prepared and allocation i.e. Head of Account to which expenditure is to be charged is correctly given. There should also be no ambiguity in PL No. and description of the material demanded.
- In some of the Depots quantity to be issued is also authorized by the Ledger section and this role of Ledger section becomes important when the item is running in short supply.
- If the material is out of stock, then the requisition is kept pending. As per para S-1336 of Stores Code, Pending demand sheets should be maintained by the Ledger section separately for each PL No.

- In case of raw materials, it is to be checked whether the stocks have not already been reserved against work orders placed on shops.
- For imprest items or consumable stores for which indentors are sanctioned specific quantities (for a specific period) by their controlling officers, separate registers are required to be maintained to ensure that materials in excess to sanctioned quantity are not issued, otherwise it may result in short supply of the material to other indentors.
- As per para S-1307 all requisitions should be forwarded to stocking wards within 24 hours of their receipt in the Depot office.

Issue of material and Granting of Issue Note nos.

- All the requisitions, imprest recoupment schedules, Depot transfer etc. are finally received in the stocking ward for the purpose of issue of the material.
- The DMS Stocking Ward will take the quantity out from the stocking bin.
- Deliver to dispatch section or keep it separate in a corner.
- If the materials are not immediately handed over to dispatch section, they should be kept separately but safely.
- As far as possible original packing should not be removed.
- At the same time ward will prepare the Issue Notes and when the materials have either been handed over to dispatch section or are kept separate for handing over to dispatch section details will be entered in the Issue Register.

- After this, **Issue Note** will be numbered. Issue Note No. is of **eight digits**.
- **First two digits of Issue Note's number represent Depot Code,**
- **Next two digit ward code,**
- **Last four digits represent serial number of issue note register.**
- **This serial number should be maintained in a continuous manner because continuity of this is watched by Stores Accounts Branch.**

- Distribution Of Different Copies Of Issue Note:
- Combined Requisition & Issue Note (S-1313 / S-1319).
- This is prepared by the indenter in 6 copies out of which he will submit (05) copies to Stores Depot which are ultimately sent to stocking ward. DSK (Stocking Ward) fills in issue particulars in all the 5 copies. After entering Issue Note number.

- | Copy No. | Distribution |
|----------|--|
| • 1 | Retained by the indenter. |
| • 2 | Retained by the ward as record copy. |
| • 3 | Ward => Ledger Section => Depot Stores A/c. |
| • 4 | Ward => Depot Stores A/c => Indentors
Controlling Officer with debit Summary. |
| • 5 | Ward => Dispatch Section => Indenter=>
Acknowledged & returned to ward for pairing with
copy No.2. |
| • 6 | Ward => Dispatch Section => Indenter. |

Imprest Recoupment Schedule (Form S-1830):

- This is the form used for recoupment of items sanctioned as imprest stores to various subordinates for their day to day maintenance requirements.
- As per para S-1830 the recoupment schedule may be submitted by the imprest holder directly without getting counter signature of their controlling officer.
- About 8 to 10 items can be recouped in one form.
- This form is prepared in 5 copies of which all are to be submitted to Stores Depot (S-1830) .

- One copy will be retained as office copy.
- On issue of the material 2 copies will be sent to the indenter along with the material.
- The indenter will record acknowledgment on both the copies and will return one copy to Depot and one copy to his divisional controlling officer.
- Two copies are sent to Depot Stores Accounts office who get the priced ledger posted in computer on the basis of one copy and one copy is for raising the debits.

Issues To Workshops: S-1510, Mech.51 B

- For issuing materials to the attached Workshops slightly different procedure is followed.
- Materials to the Workshops may be issued either directly from the Ward or the Depot may have a Sub-Ward which will temporarily stock the materials regularly required by the Workshops and will deliver them to the respective Shop Superintendent on 'Issue Ticket' (para S-1504 to S-1522).

- For all the materials taken on Issue Ticket, the respective Shop Superintendent will submit Workshop Issue Note to the Sub-Ward in five copies.
- In case the material is taken directly from the parent Ward, the Issue Note will be submitted to the Ward.
- The Sub-Ward/Ward will retain three copies of this issue Note .
- Return the 4th and 5th copies to the indenting Shop Supdt after giving Issue Note Number.
- The DMS-Sub ward (DSK parent Ward in the case of issue from parent Ward) will retain one copy for his record and send 2 copies along with necessary forwarding memo to the Ledger Section of the Depot for posting of numerical Ledger.
- The Ledger Section will then pass on these copies to Stores Accounts Office, who will get them posted in computer like other Issue Notes.

Distribution of Stores to The Indentors:

- On a Zonal Railway there are thousands of indentors situated all along the Railway line, hundreds of kilometers away from the supply point. It is very essential that materials required by these indentors are received by them regularly to avoid any dislocation in their work.

- Collection of materials by the duly authorized representatives of the indentors.
- This is generally followed by the Workshops where the stores depots are attached to workshops In this method it is to be ensured by Store staff that the person is duly authorized and clear acknowledgment of materials is obtained from him.
- Delivery of stores by road: through departmental motor lorries for indents situated nearby.
- Dispatch by Rail as smalls: for consignments which do not form a full wagon load.
- Dispatch of full wagon loads: This is generally resorted to when the demands are for quantities which will constitute a full wagon load for a consignee.

Dispatch through stores delivery van system:

- Stores delivery van system is an important service run by the stores department so that every station on the entire Railway system receives the supply of materials required by it. Materials are loaded station wise in the stores delivery vans and these delivery vans move from station to station as per a scheduled program which is finalized in advance in consultation with operating department. The staff who accompany the delivery vans deliver the materials required at the station and also collect certain items which are to be returned by the stations to the stores depots.

The important advantages of the stores van service are the:

- Speedier service,
- Less breakage and damage in transit,
- Avoiding loss or pilferage in transit,
- Reduction in cost of packaging and collection of returned stores.
- Settlement of dispute at site - personal contact.

Despatch Section:

- Maintain a register of despatches (S-1345) to record all the issue notes.
- The supervisor of despatch section should present this register daily to Ward-keeper of each ward.
- The DMS of issue wards will fill up column 1 to 5, when materials is handed over to despatch section.
- Remaining column is filled by despatch section when materials are despatched.
- The gate pass number and date should be quoted against the entries for the material in the despatch register.
- Issue notes may be readily connected with Gate pass.

Gate Pass:

- No material may be allowed to go outside the gate of stores depot, unless specified in Gate pass or Authority for removal of wagons.
- It should be prepared in duplicate in form no. S-1349 which shows:
 - The number of men with their tickets.
 - The number of package.
 - The number and date of voucher on which the material is sent.
 - Whether Railway or private property.

Gate Pass:

- Gate pass is automatically generated after issue of issue notes.
- At the gate, materials are checked with the Gate pass by the security staff.
- The Gate passes are collected for the day and sent to DSK the next day for counter check.
- After checking, the Gate pass is returned to security staff.
- All gate passes should be scored across, in order to prevent their misuse and then filed by the Gate keeper in separate file for each section.

Question:

Q1. Imprest Recoupment schedule is prepared by using form No.

- A. S-1313
- B. S-1302
- C. S-1319
- D. S-1830

Question:

Q1. Imprest Recoupment schedule is prepared by using form No.

A. S-1313

B. S-1302

C. S-1319

D. S-1830

Question:

Q2. Card code for Depot Transfer Issue Voucher is:

- A. 58
- B. 56
- C. 59
- D. 46

Question:

Q2. Card code for Depot Transfer Issue Voucher is:

A. 58

B. 56

C. 59

D. 46

Question:

Q3. Gate Pass is prepared by using form No.

A. S-1313

B. S-1302

C. S-1319

D. S-1349

Question:

Q3. Gate Pass is prepared by using form No.

A. S-1313

B. S-1302

C. S-1319

D. S-1349

Thankx