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NORTHERN RAILWAY

02 JUL 2021

सतकता विभाग
उत्तर रेलवे, प्रधान कार्यालय
बड़ौदा हाउस, नई दिल्ली

Head Quarters Office,
Stores Branch,
Baroda House,
New Delhi.

No. 32-S/22-C/VIG/NR

Dated: 21.06.2021

All HQ Purchase Officers
All Depot Officers
All Divisional Stores Officers
Northern Railway

Sub: Advice regarding Inspection schedules of Officers.

Ref: i) COS/NR letter No. 105-S/Inspection Schedule/Pt.X/SPS dated. 29.04.2015. (Copy enclosed for reference)
ii) PCMM/NR letter No. 26-S/07/Inspection/NR dated. 24.01.2019, 25.06.2019, 19.11.2019 19.03.2019 (copy enclosed for ready reference).
iii) Railway Board letter No. 98/RS(G)/509/2 dated. 16.07.1998.
iv) Dy.CVO/S I./No. Vig/PC/V-6/2016/08/01280/N/DSL/TKD dated. 15.04.2021 & 04.06.2021 ISO-239

- Please find enclosed this office letter under Ref. (i), (ii) & (iii) regarding Advice for Inspection Schedule of Officers. It is once again reiterated that:

- HQ Officers (Dy.CMM & above) are advised to adhere to Schedule of field Inspection.

All concerned may kindly see for compliance please.

DA: As above

Chief Materials Manager/Sales
For Principal Chief Materials Manager

Copy to:

1. All CMMs, Baroda House for information please.
2. Dy.CVO/Stores, Baroda House

वरि. उप. महा प्रबंधक : .....
मुख्य सर्त. अधि./टी : .....
उप मुख्य सर्त. अधि./ : .....
व. सर्त. अधिकारी/टी : .....
सर्त. अधि./ई : .....
मुख्य कार्यालय अधि. : .....
अनुविभाग लिपिक : M. K. Sharma.

5/7/21
मे. चा. मैं

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Serial No. 99

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Northern Railway

Headquarters Office,
Baroda House,
New Delhi.

Note No. 105-S/Inspection Schedule/Pt.X/SPS Date : 29.04.2015

Sub :- Regular inspection of Stores Depots and Divisions by Headquarters Stores Officers.

Ref :- This office letter of even number dated 07.02.2012.

It is noted that inspection schedule (minimum quota of inspection per month) exists for Headquarters Stores Officers. Their jurisdictions i.e. Divisions and Depots to be inspected, has also been laid down.

Items to be checked in the Divisions/Depots have also been listed out in the inspection schedule booklet circulated by G.M. A copy of the extract of this booklet pertaining to Stores Department is enclosed for ready reference.

However, it is noticed that Headquarters Stores Officers are not going for these field inspections. Field inspections are necessary for better monitoring and control and also to better understand the requirements of field officers of consuming department. This also gives opportunity for monitoring the working of our field units.

Headquarters Stores Officers are directed to adhere to these inspection schedules religiously and report should be put up to the undersigned by Dy. CMM/HQ, through Secy to COS. on 1st week of every month, on the inspections carried out by officers during the preceding month.

DA: As Above

प्राप्त अनुभाग
भंडार शाखा
30 APR 2015

Kalandi Amin
C.O.S

Copy to :-

1. All CMMs & Dy. CMMs of Headquarters Office.
2. Dy. CMM/HQ, Secy to COS

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उत्तर रेलवे

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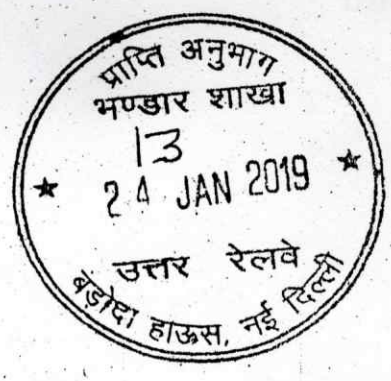
कार्यालय,
बडौदा हाउस,
नई दिल्ली।

Dated: 24.01.2019

No.26-S/07/Inspection /NR



ओ.एस.डी/आई.टी.
मुख्य सामग्री प्रबंधक/निर्माण
मुख्य सामग्री प्रबंधक/विक्रय
मुख्य सामग्री प्रबंधक/यांत्रिक
मुख्य सामग्री प्रबंधक/विद्युत
उप मुख्य सामग्री प्रबंधक/विद्युत
उप मुख्य सामग्री प्रबंधक/ई.पी.
उप मुख्य सामग्री प्रबंधक/एस & पी
उप मुख्य सामग्री प्रबंधक/जनरल
उप मुख्य सामग्री प्रबंधक/यांत्रिक
उप मुख्य सामग्री प्रबंधक/निर्माण डीजल
उप मुख्य सामग्री प्रबंधक/सिगनल/सी-I
उप मुख्य सामग्री प्रबंधक/प्र.का.

Sub: **Inspections by Stores Officers in the Stores Depots & Divisions**

Ref: **i) Letter No.105-S/Inspection Schedule/Pt.X/SPS dt. 29.04.2015**
ii) Extract from Inspection Schedule Booklet circulated by GM/NR pertaining to Stores Department (copy of relevant page enclosed)

Kindly recall this office letter No.105-S/Inspection Schedule/Pt.X/SPS dated 29.04.2015 asking Headquarter Stores Officers to adhere to the inspections as per schedule and accordingly submit their report to PCMM through Dy.CMM/HQ at the end of each month or at the most in first week of every month. From an experience in past four months, it is noted that no such report is being put up to PCMM for such regular inspections being carried out by the officers.

A perusal of the enclosed documents, it would be seen that the details or items to be checked in the Divisions or Depots are already listed out. Secondly, this check list shall ensure the ease of structured inspection to be conducted by the concerned officer(s). A copy of the letter dated 29.04.2015 and enclosures thereof as referred above are re-circulated and re-iterated towards its adherence in their respective jurisdiction.

Scheduled inspections of CMMs are one Depot per month and one division per quarter, the same should be adhered to. Similar schedules of inspections are also laid down for Dy.CMMs in the enclosed documents.

Kindly acknowledge the receipt and ensure to undertake the schedules of inspections as noted in the subject.

Encl: as above

(राम लाल)
प्रमुख मुख्य सामग्री प्रबंधक

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उत्तर रेलवे

(3/3)

प्रधान कार्यालय,
बडौदा हाउस,
नई दिल्ली।

No.26-S/07/Inspection /NR

Dated: 25.06.2019

ओ.एस.डी/आई.टी.
मुख्य सामग्री प्रबंधक/निर्माण
मुख्य सामग्री प्रबंधक/विक्रय
मुख्य सामग्री प्रबंधक/यांत्रिक
मुख्य सामग्री प्रबंधक/विद्युत
मुख्य सामग्री प्रबंधक/एन.आर
उप मुख्य सामग्री प्रबंधक/विद्युत
उप मुख्य सामग्री प्रबंधक/डीज़ल
उप मुख्य सामग्री प्रबंधक/एस & पी
उप मुख्य सामग्री प्रबंधक/जनरल
उप मुख्य सामग्री प्रबंधक/यांत्रिक
उप मुख्य सामग्री प्रबंधक/सिगनल/सी-I
उप मुख्य सामग्री प्रबंधक/प्र.का.
उप मुख्य सामग्री प्रबंधक/आइ.सी

विषय: **Field inspection by Dy.CMMs and above during the month of May 2019**

संदर्भ: **This office letter of even No. dated 24.01.2019 (copy enclosed)**

Enclosed please find herewith a copy of Summary Sheet for Inspection of PCDO for the month of May, 2019 as submitted to Railway Board. A perusal of this enclosed summary Sheet, it would be seen that many of the officers have not conducted their scheduled inspections for the month of May, 2019.

It is advised that the field inspections may please be conducted as per the laid up schedules of Railway Board and that of Northern Railway. In this regard, attention of the officers is once again drawn towards this office letter that was circulated earlier vide even No. dated 24.01.2019 (copy enclosed).

Encl: as above

o/c
(राम लाल)
प्रमुख मुख्य सामग्री प्रबंधक

2019/6/25
25/6/19

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उत्तर रेलवे

प्रधान कार्यालय,
बडौदा हाउस,
नई दिल्ली।

पत्र सं0. 26-S/07/Inspection /NR

दिनांक: 19.03.2020

सभी मुख्य सामग्री प्रबंधक,
प्रधान कार्यालय, बडौदा हाउस

सभी उप मुख्य सामग्री प्रबंधक
प्रधान कार्यालय, बडौदा हाउस

विषय: **Field inspection by Stores Officers in Stores Depot and Divisions**

संदर्भ: **i) This office letter of even No. dated 24.01.2019, 25.06.2019 and 19.11.2019**
ii) Railway Board letter No.98/RS(G)/509/2 dated 16.07.1998

Your kind attention is once again invited towards this office letters of even No. dated 24.01.2019, 25.06.2019 and 19.11.2019 wherein all the Stores Officers were advised to adhere to the schedules of field Inspections regularly as per the details contained in Railway Board letter dated 16.07.1998 and that of the subsequent letter of Northern Railway on the subject. This data is required in monthly PCDO to Railway Board.

CMMs are requested to please monitor the said field inspections conducted by the officers under their area of control. CMMs are also requested to please submit the data of inspections conducted by them for their nominated Divisions, Depots and Workshops etc. in the enclosed format being submitted to Railway Board in monthly PCDO.

It is also once again reminded to please adhere to the laid down inspection schedules and update with month-wise inspections conducted by individual Stores officer. The Nodal Officer to compile the data in PCMM office is Dy.CMM/HQ.

DA/As above

(राम लाल)
प्रमुख मुख्य सामग्री प्रबंधक

CMM/E, CMM/NR-I, CMM/M, CMM/S
CMM/NR-II, CMM/C

Dy CMM/M, C, Stg, SCP, DSL, Sys
E, HQ, Secy to PCMM

भण्डार शाखा, उ.रे. मुख्यालय
20 MAR 2020

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 98/RS(G)/509/2

Dated: 16.7.98

...troller of Stores,
...rthern Railway,
...ew Delhi.

प्राप्त
17 JUL 1998
उ.रे.प्रधान कार्यालय
बड़ौदा हाउस
नई दिल्ली

Sub: Introduction of Inspection Schedule in Stores department.

Railway Board had under consideration the question of formally introducing inspection schedules on the Stores Department by officers and senior supervisors. Keeping in view the local practices obtaining on the railways and Production Units, the enclosed schedules have been drawn up for purchase office and stores depot inspections.

Board desire that these schedules of inspection be implemented with immediate effect. Suggestions on the schedules (if any) may be sent to DRS(I/C) for examination in the Boards' office.

Receipt of this letter may be acknowledged.

...s above.

उत्तर रेलवे सरदार बाबा
प्राप्ति तिथि
1167
प्राप्तिकर्ता का हस्ताक्षर

DRS(I/C)

ll circulate among all the officers including dept officers.

19.11.98

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