

CHAPTER XIX

STATION STORES

Tools and Plants

19001. Supply.- (a) Indents must be prepared in quintuplicate on the combined requisition and issue-note form - one copy being retained as the station record and remaining 4 copies being sent to the Divisional Safety Officer. After the indent has been scrutinized and countersigned by an officer of the Operating Branch, these 4 copies shall be forwarded to the District Controller of Stores concerned.

(b) When supplying the articles indented for, the District Controller of Stores will return one copy of the indent to the station after filling up the issue-note portion. The indenting Station Master must, on receiving the material, enter the Issue-note particulars in the office copy of the indent and forward the issue-note in original to the Divisional Safety Officer.

19002. Inventory of Dead Stock.- (a) An upto-date ledger record of tools and plants must be maintained on the prescribed form of Inventory of Dead Stock, each article being allotted a separate page or set of pages.

(b) Particulars of receipts, transfers and issues must be entered in this register promptly. In the case of transfers, a note must be made in the remarks column indicating the authority on which the transfer was effected.

19003. Check of tools and plants on relief of Station Masters.- When a Station Master is relieved of his duties on transfer or leave, a list of tools and plants must be prepared by him in duplicate, both copies being signed by the relieving and the relieved Station Master, explanations for every deficiency or damage being recorded. One copy of the list must be sent to the Divisional Safety Officer and the other retained for record.

19004. List of tools and plants.- Station Master must display in each room a list of tools and plants provided in that room.

19005. Tarpaulins.- (a) Each tarpaulin issued to a station shall be painted on all the four corners with the code initials of the station, the divisional serial number and the letters 'NER'.

(b) Tarpaulins, when not in use, must be neatly folded and stored so as to be protected from fire, damp and white-ants. They must be examined and aired once a week.

19006. Movable Property.- The following articles are to be treated as movable property :-

(i) Brakevan lamps;

(ii) Locks;

(iii) Destination boards;

(iv) Spare loose couplings;

(v) Breast bars;

(vi) Wagon sheets;

(vii) Lashing ropes;

(viii) Lashing chains; and

(ix) Buckets.

19007. Record of Movable Property.- (a) Whenever movable property is despatched to or received from any station, full particulars of the transaction must be recorded in a register of Movable Property. Each item should be allotted a separate page or set of pages in this register.

(b) Movable Property belonging to a station must, in addition, be accounted for in the same way as other tools and plants.

19008. Loose Breast Bars and other movable property despatched in vehicles to foreign lines :- (a) When loose Breast Bars and other movable properties are fitted to foreign line vehicles or to N.E.R. vehicles going to foreign lines, the Station Master of destination station must be instructed by the sending Station Master to return them to the depot station from where they were obtained. A copy of the advises must be sent to the JE/SE (C&W) as well as to the Station Master of the junction station with foreign line. The JE/SE (C&W) will make an entry to this effect in the joint examination report and the Station Master in the movable property register. On return from the foreign lines, these will be despatched by the Station Master of the junction station to the Station originally issuing them and the particulars of their receipt and despatch recorded in the movable property register. If the Breast Bars and other movable articles are not received back within a month, the matter must be reported by the JE/SE (C&W) and the Station Master to the Divisional Mechanical Engineer concerned.

(b) **Non-return of breast bars and other movable properties by foreign lines.-** On receipt of such reports, the Divisional Mechanical Engineer will write to the other concerned on the neighbouring foreign line, pointing out the non-return of the breast bars and other movable property and asking him to accept the bill for the cost of the same, which will also be sent at the same time. Should the foreign Railway still fail to prove the return of the breast bars/other movable property or to accept debit for their cost within two months of the actual date of despatch, the matter will be reported to the Headquarters Office, giving full particulars.

(c) **Return of foreign line breast bars and manger to parent line.-** As breast bars and manger do not form part of the equipment of foreign railway covered wagons suitable for the carriage of live-stock, they will be treated as movable property. Station Masters receiving foreign railway wagons loaded with live stock the breast bars and mangers of which are not fixtures must, after the animals have been unloaded, remove all breast bars and mangers from the wagons and return them by first train, by the quickest route, to the junction Station Master at which the wagons were received on the outward journey. They must be booked under a free invoice and remark showing particulars of receipt must be made on the invoice for the guidance of the receiving junction. The junction Station Master will, on receipt, send the breast bars and manger to foreign line station from which the wagons were received loaded,

booking them under a free invoice. All transactions must be recorded in a register in the same way as other movable property.

- (d) **Loading of return foreign line breast bars.-** Return breast bars and mangers must be loaded with other goods, if direct loaded vehicles are not available. On the outward journey, junctions receiving foreign railway cattle or horse wagons loaded with live-stock for stations on N.E.R. the breast bars and mangers of which are not fixtures, will record particulars of receipt, i.e. number of vehicles, number of breast bars and mangers and station from which received, in the register. Junction and engine changing stations must note in the vehicle summaries, opposite the entry of the vehicles containing live-stock, the number of breast bars and mangers in each vehicle. Junction stations at which such vehicles are received, will be held responsible for seeing that the breast bars and mangers are received back from destination stations, an advice being sent calling for the return, if not received within a reasonable time.

Consumable Stores

19009. Supply.- (a) The scale of every item of consumable stores is fixed and supplies are made at fixed intervals by the Stores Department.

- (b) When an extra supply of any consumable store is required, an indent should be prepared in the same way as for tools and plants, full justification being given for the additional requirement.

19010. Record.- An upto date record of all consumable stores must be maintained in the prescribed register of Consumable Stores. Transactions must be recorded daily at large stations nominated by Divisional Railway Manager and monthly at other stations.

Stationery and Forms

19011. Supply of Numbered Books.- (a) Numbered Books are supplied quarterly. The indents must be prepared in duplicate on the prescribed form, one copy being retained for record and the other being submitted to the Manager/Printing and stationery, Gorakhpur. When complying with the indent, the Manager, Stationery, will return his copy of the indent to the indenter after filling the particulars of Numbered Books supplied. The Station-master of the indenting station must examine the class and progressive numbers of the books and acknowledge their receipt on this copy and return it within one month of its receipt to the Superintendent/Manager, Stationery, taking care to record in the remarks column complete particulars of any discrepancies between the actual receipt and the supplies advised on the form. Irregularities in Numbered Books (money value books) regarding printing, gathering and numbering etc. should also be pointed out at the time of verifying indents.

- (b) The indentors should, in the event of surplus stocks with them prepare the prescribed form in triplicate giving particulars of books returned by them and should also mention the date on which the last number was used to enable the Superintendent, Stationery to get the accounts verified. The particulars of despatch should also be advised to the Superintendent, Stationery to facilitate that officer to arrange timely delivery.

19012. Supply of durable Articles.- (a) Of the various durable articles listed in para 1124 of the State Railway Code for the Stores Department, the following may be indented by Station Masters :-

- (i) Baskets, waster paper;
 - (ii) Binders (loose leaf);
 - (iii) Bells, official call;
 - (iv) Blotters, wooden;
 - (v) Bloting pads;
 - (vi) Brushes;
 - (vii) Clips, paper;
 - (viii) Ink-pots;
 - (ix) Knives, desk;
 - (x) Pad, self-inking;
 - (xi) Pen racks;
 - (xii) Pin Cushions;
 - (xiii) Rulers;
 - (xiv) Scissors;
 - (xv) Trays, tin, office;
 - (xvi) Weights, paper;
 - (xvii) Oilers for typewriters; and
 - (xviii) Pens cyclostyle.
- (b) Indents for durable articles should be made on the Assistant Controller, Stationery, the procedure being similar to that prescribed for tools and plants.
- (c) In the case of new supplies, the indent must be accompanied by a certificate to the effect that the articles indented for are required to replace unserviceable articles. The letter must be returned to the District Controller of Stores under the advice note vide para 19016 below and the number and date of the advice note must be quoted in the indent. The number and date of the indent must similarly be shown on the advice-note.

19013. Six monthly supply of stationery and forms :- (a) All items of stationery and forms, with the exception of numbered books and durable articles, are supplied six monthly by the Superintendent, Stationery, on indents submitted annually by stations according to the programme issued from time to time.

- (b) Indents for stationery and forms must be made on prescribed forms in duplicate and sent to the Traffic Inspector, who will make any modifications that appear necessary and after getting both copies countersigned by an Operating Officer, return one to the indenting station and forward the other to the Superintendent, Stationery, Gorakhpur.
- (c) Supplies received from the Superintendent, Stationery, must be compared with the relevant indents and discrepancies, if any, reported to the Stationery and Forms inspector within 14 days of the date of their receipt.

19014. Emergent Supplies of Stationery and Forms :- (a) In case a Station Master runs short of stationery or forms before the six-monthly supply is due, he must submit an emergent indent explaining the reasons for the demand.

- (b) In case of stationery, emergent indents must be prepared in quintuplicate., one copy being retained for record and the remaining 4 being submitted to the Traffic Inspector who will have them forwarded to the Superintendent, Stationery. One copy of the indent will be returned by the Superintendent, Stationery, to the indenting station with the issue-note portion filled in. This copy must be forwarded to the Divisional Safety Officer after the issue-note particulars have been recorded in the Stationery Accounts Register.
- (c) Emergent indents for forms must be prepared in duplicate, one copy being retained for record and the other being sent to the Traffic Inspector, who will arrange to forward it to the Superintendent, Stationery. When complying with the indent, the Superintendent, Stationery will record the supply particulars in an issue note, two copies of which will be forwarded to the indenting station. Receipt of the forms in question must be acknowledged on one of these copies, which should, then, be returned to the Superintendent, Stationery and the other copy must be submitted to the Divisional Operations manager.

19015. Record of Stationery and Forms.- (a) A ledger record of the receipt and consumption of numbered books must be maintained, care being taken to see that the serial number of every book received or issued for use is entered in the register.

- (b) A record of stationery must be maintained in the Stationery Accounts Register.

Returned Stores

19016. Advice-notes.- Whenever stores have to be returned to a Stores Depot, an advice-note in respect of the articles concerned must be prepared in seven foils. One foil is to be retained for record and the remaining six submitted to the Divisional Safety Officer. The particulars of the advice-note will be entered in the Register of Advice Notes maintained in the Divisional Office and the serial number of the entry recorded on all six copies, which will thereafter be returned to the station concerned. The serial number given by the Division will be entered by the Station Master on the station copy of the advice-note and the six foils disposed of as follows :-

- (i) One foil will be forwarded to the Divisional Safety Officer for transmission to the Stores Accounts Officer concerned;
- (ii) The remaining five foils will be submitted to the District Controller of Stores concerned.

19017. Unserviceable tools and plants :- When any article becomes unserviceable, a report must be made to the Divisional Safety Officer who will arrange for the article to be examined by an Officer/Inspector and certified as unserviceable, if beyond repair. The article must then be returned to the District Controller of Stores concerned by Stores Delivery Train or Van, an advice-note being at the same time submitted to the Divisional Safety Officer, as prescribed in para 19016 above.

19018. Surplus Stores.- The Divisional Safety Officer will issue orders regarding the disposal of surplus stores. If such stores have to be returned to the Stores Branch, the procedure prescribed in para 19017 above for unserviceable tools and plant must be observed.

19019. Empty Containers.- Empty tins, wooden packing cases, bottles, cases, basket and bags in which stores have been received must be preserved, and returned once a month through the Stores Delivery Clerk to the stores depot concerned. A list of empties returned must be prepared in triplicate on the prescribed form and all three copies got signed by the Stores delivery Clerk. One copy must be retained for record, one handed over to the Stores Delivery Clerk and the three submitted to the Divisional Safety Officer.

Inspections

19020. Yearly check of tools and plants.- In order that an independent check may be exercised on the stock of tools and plants at stations, the Divisional Office will have yearly count undertaken at each station, and will depute Head Stores Clerks, Inspectors or Relieving Station Masters to perform this duty.
