

दक्षिण रेलवे/SOUTHERN RAILWAY

सं.एसए/जी..

No.SA/G.120/DRM Letters

मंडल कार्यालय/Divisional Office,

सामान्य शाखा/General Branch,

सेलम/Salem. Dt. 02.01.2014.

All Branch Officers/SA Divin.

विषय/Sub: Maintaining of Tools & Plant Register regarding:-

It is noticed that some station/Depot officials are not maintaining the Tools & Plant register properly. Hence the following instructions are given once again for adopting the correct procedure.

- 1) Tools and Plant register to be maintained in the prescribed format (2/E.T.2/G.82-A(old).
- 2) Class & reference, Description, Opening Balance, Closing balance to be furnished correctly without correction.
- 3) Receipts with reference, Cost of Articles & Date of Receipt to be furnished.
 - i) Through Purchase order.
 - ii) Transferred from other station/Depot etc.
 - iii) All the receipts (through Purchase order and challans) to be entered first in the Day Book of Receipts (DBR-P.10).
- 4) Issues with reference & date to be furnished.
 - i) To other section through challan (ST 47-(07/Rev.07) etc & accepted copy of challan to be paired.
 - ii) If any items condemned as per SOP, the same may be handed over to concerned Stores depot through DS-8(S.1539/DS/Rev.87) immediately and entry to be made.
- 5) All the receipts & issues should be entered in the T & P Register then & there.
- 6) Once in a financial year, the returns to be submitted in the prescribed format to the concerned Divisional Branch Officer.
- 7) Audit / Accounts inspection note should be replied within a month.
- 8) Stock verifier's report should be replied within a month. (Stock sheet remarks)
- 9) If the Audit/Accounts/Stock sheet remarks are closed, the closure reports to be prepared by the concerned Audit/Accounts and sent to station/Depots for records.

Note and notify all concerned duly obtaining acknowledgement and ensure that the instructions are strictly followed.



(Sujatha Jayaraj)
Divisional Railway Manager,
Salem.

Copy to : ADRM for information