PAKISTAN RAILWAYS

PAKISTAN RAILWAYS CODE FOR THE STORES DEPARTMENT

Riaz Ahmad & Company
Chartered Accountants

(CHAPTERS I TO XXXIII)

20 October, 2011

PAKISTAN RAILWAYS CODE FOR THE STORES DEPARTMENT

PREFACE

1. Corrections issued prior to 15th August 1947 were incorporated in the provisional issue. Other corrections and modifications made in September 1952 were only confined to incorporation of obvious changes resulting from partitioning of the Indo-Pakistan sub-continent on the 14th August 1947. Now, an elaborate exercise has been carried out to revise "Pakistan Railways Code for the Stores Department" for upgraded Financial and Management Information System, under supervision and control of Mr. Mubarik Khan, Project Director, Project Management Unit (PMU), Ministry of Railways and expert review of Mr. Saif ur Rehman Chief Controller of Stores, Railways (Retired).

2. This code contains the rules and instructions for the guidance of officers and staff of Pakistan Railways regarding purchase of stores, contracts, scrutiny of contracts for supply of stores and certification of funds by the accounts office, purchase procedure, receipt and custody of stores, issue of stores, transfer of stores, depot ledgers, issues to and receipts from workshops, returned stores, empties, imprest stores, equipment and plant reserve, inventories of dead stock, carriage of railway materials, surplus stocks, sale of railway materials, scrap auction sales, priced ledger, reconciliation of priced ledger with general books, departmental summaries of issues and receipts, payment of stores bills, transfer transactions, the general ledger and final accounts, the annual statements of stores transactions, the stores budget, stock verification of stores depots by the accounts department, stock verification of stores on line by the accounts department.

3. The rules and orders embodied in this Code are to be followed with due care and caution and are applicable to Pakistan Railways.

4. In case, Chief Controller of Stores, Chief Controller of Purchase or any other concerned Principal Officers desire to make any amendment in the procedure laid down in this Code, they should address to Member Finance through concerned General Manager for such authorization in each case.

5. Contributions made by Messrs Saeed Akhtar, General Manager Operations, Muhammad Ali, Deputy Director, (PMU) and efforts made by Riaz Ahmad & Company, Chartered Accountants, Consultants, in accomplishing this task are highly appreciated and placed on record.

Islamabad,

00-00-2012

Arif Azim

Secretary

Ministry of Railways

Government of Pakistan

PAKISTAN RAILWAYS CODE FOR THE STORES DEPARTMENT

INTRODUCTORY NOTES

1. Index Letters for Codes

The following index letters are used for distinguishing the several Pakistan Railways Codes from each other.

- **S** for the Stores Department.
- **W** Mechanical Department (Workshops).
- **A** Accounts Department.
- **T** Traffic Department (Commercial).
- **E** Engineering Department.
- **G** General Code.

2. Paragraph Numbers

For convenience of indexing and of reference, the paragraphs have been numbered according to a 3/4 figure "code", in which the last two figures give the number of the paragraph and the remaining figures the number of the chapter. Thus paragraph 101 of any code is paragraph 1 of chapter 1 of that code and paragraph 1421, paragraph 21 of chapter XIV.

3. References to Paragraphs

Reference in a code to the paragraphs of any other code is made by putting the paragraph number first, followed by the index letter of the code concerned as the suffix. Thus 1235 S means paragraph 35 of Chapter XII of the Pakistan Railways Code for the Stores Department and 25 App. 3S means paragraph 25 of Appendix III to the Pakistan Railways Code for the Stores Department.

4. References to "Forms"

The "forms" referred to in any of the Pakistan Railways Codes take the number of the paragraph of the code in which they are described, the index letter of the code in question being *prefixed* to the number of the paragraph in which the form is illustrated. Thus S.1349 is the form that is described and illustrated in paragraph 49 of Chapter XIII of the Pakistan Railways Code for the Stores Department.

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Riaz Ahmad & Company
Chartered Accountants

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16	Adjustments against the Stock Adjustment Account.	Full powers provided the adjustments are— (a) Restricted to a limit of Rupees 50,000 for each individual case by Chief Controller of Stores; (b) Not due to the negligence, carelessness or dishonesty of any Railway employee; (c) not due to different methods of measurement adopted by the Accounts Department and Stock Verifiers; (d) Such that the Financial Advisor & Chief Accounts Officer agrees need not be referred to the General Manager. **Note. 1** The limit of Rupees 50,000 may be extended to Rupees 500,000 with respect of adjustments, due to fluctuations in market rates. **Note. 2** The restriction in clause (a) does not apply to adjustments of the difference between book rates and sale values for which vide items 8 and 10.
17	To write off shortages of articles of dead stock, losses of stores and tools and plant in stock and in transit on Revenue Account and to sanction adjustments effected in the quantitative accounts for verifications undertaken departmentally or by the Accounts Department.	(i) Full powers up to Rupees 50,000 by Chief Controller of Stores in each individual case provided that the adjustments: (a) are not due to the negligence, carelessness or dishonesty of Pakistan Railways' employee; (b) Arising out of Accounts Department verifications are such that the Financial Advisor & Chief Accounts Officer agrees need not be referred to the General Manager. (ii) And up to Rupees 25,000 by Chief Controller of Stores in each case where the loss is due to the negligence, carelessness or dishonesty of Pakistan Railways employee where it is not possible to affect the recovery of the cost of the stores from the employee concerned.

11	Extension of time and enforcing or waiving of ground rent in connection with the sale of scrap to contractors.	Power to grant extension of time in emergency for payment or removal of material with ground rent specified in contracts entered into by him and to enforce or to waive ground rent, provided the Pakistan Railways will suffer no loss by such extension or waiving and no useful purpose will be served by going to trade afresh which facts must be recorded in writing in each case.
12	Writing down value of surplus or obsolete stores on the books.	Full powers.
13	Certification of indents for the purchase of stores through the Chief Controller of Purchase.	Upto limit of Rupees one million in each item by Deputy Chief Controller of Stores and above Rupees one million in each item by Chief Controller of Stores.
14	Tender Deposits: (i) Refund of security deposit.	Full powers to Chief Controller of Stores/Chief Controller of Purchase provided the contracts are satisfactorily completed.
	(ii) Forfeiture of earnest money deposited along with tenders and of security deposits.	Full power in accordance with the provision of the tender or contract provided that when such tenders or contracts are approved by the General Manager, the question of forfeiture should be decided by him.
15	Contracts for loading and unloading goods.	Full powers to Chief Controller of Stores. **Note.** Contracts should be given after public call for tenders.

	By direct sale	Full powers to sell at the book rates or purchase rates whichever is higher plus the prescribed departmental charges.
9	Direct sale of books, forms, stationery, petty stores and clothing for menial staff.	Power to sell at the book rate or purchase rate, whichever is higher plus freight, incidental and supervision charges to the following: Railway Employees' Co-operative Credit Society. Railway Institutes. Pakistan Railways Police Department. Pakistan Posts and other similar bodies.
10	Disposal by sale or transfer of scrap, unserviceable, surplus and obsolete stores and adjustment of the difference between the book rate and sale value:	
	(a) By tender	Full powers to dispose of such material and to adjust the difference between the book rate and sale value.
	(b) By Direct Sale	Power to sell at book value or at a loss not exceeding Rupees 200 in each case. **Note.** If as a condition of sale, freight is to be borne by the Administration, cost of such freight should be taken into consideration in computing the loss. (This rule applies to all cases of sales).
	(c) By auction	Full powers subject to paragraph 2224.

5	Obtaining excess quantities against items on rate contracts.	Powers subject to the contract conditions, PPRA rules:- Provided, (i) excess is not over 15%. (ii) original contract period is not extended. (iii) excess is justified by head of concerned department. (iv) no useful purpose will be served by going to trade afresh.
6	(a) Obtaining excess quantities against items on running contracts for purchase orders or (b) selling excess quantities against any item on sale orders.	Power to be exercised in emergency to exceed the original contract quantity by the percentage tolerance, viz., maximum upto 15 per cent as per PPRA rules. (i) such excess is not sufficiently large to justify invitation of fresh tender. (ii) original contract period is not extended. (iii) more favourable terms are ensured. (iv) certificate by General Manager in consultation with Finance is recorded, in respect of above.
7	Sale of stores to Railways Privatised organisations e.g. Railway Constructions Pakistan Limited (RAILCOP), Pakistan Railways Advisory and Consultancy Services Limited (PRACS) etc.	Full powers to sell at book rates or higher plus such additional charges as prescribed.
8	Sale of over stocks of ordinary, emergency or special stores: By tenders	Full powers and power to adjust the difference between book rate and sale value.

		The Chief Controller of Purchase may be given full powers to impose or waive these penalties in consultation with Finance in respect of all contracts entered into under his own powers and of annual tenders sanctioned by the General Manager. When waiving a penalty, the reason for doing so must be fully recorded on the relevant files and the stores bill forwarded to the Financial Advisor & Chief Accounts Officer suitably endorsed. 2. In respect of purchases made under the General Manager's sanctions (other than those in respect of annual contracts), the Chief Controller of Purchase may be given powers of granting extensions of delivery periods, provided the indenting party certifies that no loss on account of late delivery would be sustained; he has, however, no powers to impose or waive penalties in such cases. His recommendations in regard to the imposition or waving of penalties must be submitted for the General Manager's sanction through the Financial Adviser and Chief Accounts Officer.
4	Cancellation of orders placed by the Chief Controller of Purchase under his own power of purchase or against annual contracts sanctioned by the General Manager.	Full powers.

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Item No.	Nature of Power	Extent of Power
1	2	3
1	Purchase of stores other than stationery and printing by Chief Controller of Purchase. Subject to the constitution of tender committees to deal with tenders of the value of Rupees 100,000 or above in each case, vide para. 341, Note I.	Up to Rupees 100,000 for each individual item, as prescribed in Railway Policy and Procedures, Rules, formulated from time to time, under PPRA rules.
2	Purchase of Stores against grant for General purpose Stores as well as advance grant.	Full powers
3	Penalties for failure to deliver stores within the stipulated time. **Note.** Where no loss can be proved to have occurred, no penalty is leviable in consultation with Finance Branch.	1. The penalties laid down in the contract documents are: (a) Cancellation of the contract and recovery of any loss or damage which the Pakistan Railways may sustain by reason of such failure on the part of the contractor, or (b) Recovery from the contractor of a sum of 0.5 per cent of the contract price of the consignment per week or part during which the supply may be in arrear "subject to a maximum of 10% of the total value of contract".

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131. Canons of Financial Propriety. In exercising these powers, the Chief Controller of Stores and Chief Controller of Purchase should pay strict regard to canons of financial propriety, amongst which are the following:

(1) Every public officer should exercise the same vigilance in respect of expenditure incurred from government revenues as a person of ordinary prudence would exercise in respect of the expenditure of his own money.

(2) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.

(3) Government revenues should not be utilized for the benefit of a particular person or section of the community, unless

(a) the amount or expenditure involved is insignificant, or

(b) a claim for the amount could be enforced in a court of law, or

(c) the expenditure is in pursuance of a relevant policy laid down in rules.

(4) The amount of allowances, such as travelling allowances, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole sources of profit to the recipients.

132. Schedule of Powers of Chief Controller of Stores for sales and of Chief Controller of Purchase for purchases. It has been found in practice that the powers of the General Manager in the matter of the purchase, sales etc. of Pakistan Railways' stores if required need not be delegated to Chief Controller of Purchase and Chief Controller of Stores beyond the limits shown in the schedule below. These limits should not ordinarily be exceeded.

Subject to such safeguards as may be laid down in consultation with the Financial Adviser and Chief Accounts Officer and within the limits laid down by the General Manager, the Chief Controller of Stores and Chief Controller of Purchase may delegate powers of sales, purchase to their subordinate officers attached to respective offices.

Note. The expression subordinate officers attached to their offices occurring at the end of the above sub-paragraph include all Gazetted Officers under the Stores and Purchase Departments of Pakistan Railways whether at the Headquarters, Depots or Divisions.

The monetary limits are subject to revision by competent authority.

127. The minimum stock limit should be fixed as low as possible depending upon the prevailing market conditions, average consumption and the proximity of the depot to the normal source of supply.

For all items purchased under the 'rupee tender system', the minimum stock should not ordinarily exceed six weeks' average consumption and where depot are situated close to the source of supply, should be less. However the experience determines such period for local buy out and imported buy out items.

128. Maximum Stock. The fixing of the maximum limit is governed by the following factors:

(i) Economic Size of Each Order. It is the lowest quantity that may be ordered for at any time after providing that stores are never less than the prescribed minimum. As orders for small quantities at a time at frequent intervals would result in increased cost of packing and other charges, including heavy clerical and accounting work, cost of stationery and inconvenience to the suppliers, the "maximum" should be carefully fixed with due consideration for this factor.

(ii) Increased Lock-up of Capital. On the other hand, the fixation of high limit would involve unnecessary locking up of capital, risk of deterioration of stores, extra storage and protection arrangement, increased labour charges, and accumulation of surplus by unnecessary advance purchase of stores, which by the light of information available at a later date could otherwise have been cancelled from the contract obligations under the clauses empowering increase or decrease of the contracted quantity. A working rule is that the maximum should not ordinarily exceed twice the minimum limit prescribed for an item.

129. Minima and Maxima for Workshop Items. Maximum and minimum limits for items manufactured in Pakistan Railways' workshops should be fixed in consultation with the Works Manager of the shops concerned, taking into consideration the time taken by the workshops to complete any recoupment orders placed on them.

130. Powers of the Chief Controller of Stores and Chief Controller of Purchase. The financial and other powers of the Chief Controller of Stores and Chief Controller of Purchase are such as are delegated to them by the General Manager, within the provisions of the Railway Codes and the rules and orders issued by higher competent authority from time to time.

122. Subject to the above rule, each stock item should be allocated to one depot, the factor governing the selection of the depot being generally the proximity to the base of supply. The depot so nominated will be the Main Depot for the item, all other depots which may stock the same item for issue in their respective territories being "Subsidiary Depots" as far as that item is concerned. All orders for purchase or manufacture by workshops of an item of stores will be placed by the "Main Depot" for the item, the Subsidiary Depots etc. merely placing requisitions on the Main Depot.

123. The assignment of one depot as a Main Depot for an item of stores prevents the slow accumulation of surplus stocks in each depot by individual direct purchases of stores, obviates loss of valuable time involved in reference to each other depot to see whether surplus stocks are available before a purchase order can be placed, and as will be seen from the detailed procedure in paras 1415 to 1439, concentrates the surplus stores of an item in one depot, viz., the Main Depot and therefore enables the systematic working off of such surplus before purchases are resorted to.

Minima and Maxima

124. A minimum and maximum limit should be laid down for the quantity of each "Stock Item" of stores in a depot at any time below or above which the balances should not ordinarily be allowed to go.

125. Minimum Stock. The minimum limit should be a quantity of stock representing an average weekly issue multiplied by the number of weeks, which from past experience, it is known will elapse from the date of placing an order for purchase or shop manufacture before fresh stocks can arrive at the depot. The minimum limit is therefore the lowest permissible level to which the stock of an item may fall without a stock recoupment having been sent forward for replenishment. It is the "Stock Order Point" signifying the point at which the recoupment demand should be sent forward.

126. In the case of items arranged for on an annual contract basis, it is possible to keep the "minimum" very low, because the time required to get fresh stocks is merely the period required for placing a purchase order on the firm against the annual contract. Supplies of items, which are merely purchased as and when required take a considerably longer time than supplies of items ordered up against annual contract as the time factor must be adequate for the calling of tenders, placing of orders, and for the contractor to obtain his supplies after receipt of the orders. As such, a system of as and when required purchases, in addition to involving higher minima stocks being kept, results in the items frequently running out of stock. Every endeavour should therefore be made to place as many stock items as possible on annual contracts.

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115. Emergency Stores. The depots have also to stock certain items of stores though they do not have a regular turnover caused by a constant demand. These are "Emergency Stores" and comprise items of stores which do not ordinarily wear out or require renewal, which have, however, to be kept in stock to meet emergencies, such as that due to breakage or unanticipated deterioration, and which are not readily obtainable in Pakistan. The stock cards relating to such stores should be marked with the letter "E".

116. Non-stock Items. All items of stores, other than "Ordinary stores" and "emergency stores", may be termed non-stock items and no purchase of such items may be made for stock purposes. These items should, however, be described in accordance with the Standard Nomenclature and assigned separate stock code numbers which may be distinguished from the stock code numbers for stock items by a special mark or sign in Stores Catalogue and all other documents.

NOTE. Stores for which there is a regular demand but which are not stocked in Stores Depots for the reason that they can be readily purchased and supplied direct to consumers come under the category of "ordinary stores" and should be distinguished from "non-stock items" as defined above.

117. Special Stores. These are stores required for works and other special purposes, i.e., other than for "operation" or "ordinary maintenance and repairs" and which are ordinarily dispatched directly to the requisitionist without being stocked in a stores depot.

118. Surplus Stores. These are of two kinds, "Moveable" and "Dead". Moveable Surplus Stores comprise items of stores which have not been issued for a period of 24 months, but which, it is anticipated, will be used in the near future. Dead Surplus Stores comprise items of stores which have not been issued for 24 months and which, it is considered, are not likely to be utilized in Pakistan Railways within the next two years.

119. Such surplus stocks may be the result either of changes in design, in specification, etc. of the stock items of stores or of consuming departments returning to the depots special items or stock items of stores no longer required by them. Such stores have to be held in custody in stores depots and steps taken for their prompt disposal.

120. Surplus stores should be distinguished from "over-stocks of ordinary stores" which latter, through surplus to actual requirements, consist of items for which there is a regular turn-over caused by a constant demand (see paragraph 2230-2).

121. Main Depots. The stock of each depot should comprise only those materials or stores as are required in the shop or districts which the depot serves.

Chief Engineer to maintain close co-operation between the Chief Controller of Stores, Chief Controller of Purchase and the Chief Engineer for procurements.

111. Materials are stocked at suitable points on the line in stores depots under Depot Officers subordinate to the Chief Controller of Stores. In addition, imprest stocks of stores are also sanctioned to categories of subordinates, such as Running Shed Foremen, Train Examiners, Electrical Chargemen, Permanent Way Inspectors, etc.

112. Location of Stores Depots. For facility of work, there should ordinarily be:

(i) A Locomotive Stores Depot attached to and serving the main locomotive workshops of the Pakistan Railways.

(ii) A Carriage and Wagon Stores Depot similarly attached to the main carriage and wagon shops.

(iii) A Signal Stores Depot serving the Signal shops, if any.

(iv) One or more Permanent-way Material Depots for storing permanent-way and bridge materials.

(v) A Stationery Depot.

(vi) One or more Stores Depots or yards for collecting all scrap and unserviceable material. Such depots should be situated in or near the best market for the disposal of such articles.

(vii) Other General Stores Depots as found necessary.

No new Stores Depots or Engineering District Sub-Depot should be formed without the sanction of the General Manager, such sanction being recorded in the minutes of Official Meetings.

113. Nature of Stocks held in Stores Depots. The stores in the custody of the Stores Department may be either "Stock" items or "Non-stock" items. The stock items comprise "Ordinary Stores" or "Emergency Stores." All such items should each have a stock code number and be described under a standard nomenclature in the Stores Catalogue issued by the Chief Controller of Stores.

114. Ordinary Stores. Ordinary Stores are generally such items of Stores for which there is a regular turnover caused by a constant demand and which are stocked by the Stores Department in its depots.

respect will be limited to the maintenance of quantitative records of stores in stock and to the preparation of the initial documents of receipt and issue.

107. General Supervisory Control. The Chief Controller of Stores and Chief Controller of Purchase should arrange for submission to them of such statements and returns as may be necessary to keep them informed of the stocks available in the depots, the manner in which the requisitions of the departments are being complied with, the inflow of materials required by departments and the steps taken to dispose of surplus and unserviceable stores on Pakistan Railways circuit.

108. Planning of Supplies of Stores. The Chief Controller of Stores is responsible for preparing a correct estimate of the quantities of stores to be purchased or manufactured in the Railway workshops each year and for making the most advantageous arrangements possible for the economic purchase of stores. In this, he will be guided by the Purchase Policy Rules, the Contract Rules and the rules of Public Procurement Regulation Authority. The Purchase Department has been created with the object of collecting together the requirements of the various Railway departments through Chief Controller of Stores and making combined purchases at the most economic rates. The purchase through the Railway Purchase Department is obligatory in the case of a large number of articles, and, in respect of such purchases, the Chief Controller of Purchase should work in closed co-operation with Chief Controller of Stores and with consuming department, while watching the interests of the Railway Administration. Stationery, printing stores and office machinery and appliances for railways are similarly purchased through the Chief Controller of Purchase. Supplies of concrete sleepers are arranged for through concrete sleeper factories, organizations.

109. Purchase of Stores. The purchase of all stores should be arranged for by the Chief Controller of Purchase on purchase requisitions placed by Chief Controller of Store, under the orders of the General Manager, subject to certain reservations which the Ministry of Railways (Railway Board) have made regarding the call of tenders and for the letting out of contracts for certain items of stores, such as fuel, coal, rails, cast-iron sleepers, and rolling-stock.

Stores Depots

110. Nature and Distribution of Stocks. For the purposes of maintenance and distribution, the stores are divided into Stores Depots of Store Department and Engineering Stores including Permanent-way Stores. The organization for the control of stocks of permanent-way materials is generally under the direction of an officer designated the Track Supply Officer who, with his staff including the staff of any separate permanent-way depot that may exist, constitutes a self-contained branch of the Engineering Department. It will be the duty of the Track Supply Officer who is under

(iv) Stores which have been purchased for special works, and charged to such works, but

(a) Left in the custody of the Stores Department (Custody Stores), or
(b) Lying at site of work (materials-at-site).

103. Functions of Chief Controller of Stores. All stocks of stores on hand, whether with the Stores Department or other departments of the Pakistan Railways, represent funds that are not productive. While stocks should be such that stores required by the Pakistan Railways are readily available, they should be as small as possible, and losses due to obsolescence or deterioration should be the minimum practicable. The centralized control that is required for this purpose will vest in the Chief Controller of Stores who will be the head of Stores Department and will be responsible for —

(a) arranging supply through Railway manufacture or Purchase Department
(b) Custody and issue of Pakistan Railways stores.

103A. Functions of Chief Controller of Purchase. The main function of Chief Controller of Purchase will be to initiate and process the purchase transactions in accordance with the prescribed rules formulated from time to time for procurement of materials as per standard specifications, in economical order quantity and at the right time for the efficient and safe running of operations.

103B. The Chief Controller of Stores will be the head of department for stores and purchase staff/personnel matters as well as general matters.

104. All materials and stores for which the consuming departments have no immediate use should be returned to the stores depots, the Chief Controller of Stores being responsible for their survey and valuation, and for negotiating for their sale or disposal otherwise. He has also to deal with all the surplus, and unserviceable material of Pakistan Railways.

105. Nomenclature in Stores Catalogue. The Chief Controller of Stores will maintain and update a computerized stores catalogue which includes all items of stores in stock in the stores depots. Each separate item of stores in this catalogue should be assigned a stock code number and this stock code number as well as the description should be quoted on all requisitions, receipt, issue and other stores documents relating to that item.

106. The Chief Controller of Stores is not a disbursing officer, nor is he required to keep any general accounts of the stores transactions of Pakistan Railways. His duties in this

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Organization

101. The Chief Controller of Stores. The administration and control of the entrusted stores of Pakistan Railways will be conducted by the Stores Department, under the supervision of Chief Controller of Stores. On him will devolve the duty of ascertaining the needs of Pakistan Railways in the matter of materials and stores and of arranging through Railways purchase department and shop manufacture for the supply of such materials and stores. He will be responsible for the custody of materials and stores while in charge of the Stores Department and finally for their issue on requisitions received from authorised officials/consumers of the Pakistan Railways.

101A. The Chief Controller of Purchase. The administration and control of the purchases for Pakistan Railways will be conducted by Purchase Department under the supervision of a Chief Controller of Purchase. His duty will be to purchase and supply against purchase requisitions from Chief Controller of Stores in the most efficient, economical and expeditious manner possible. He will be responsible for receipt of materials from suppliers, inspection and distribution to the various stores depots.

102. The stocks of certain classes of the stores required by Pakistan Railways have often to be held by the users at the place of work. Respective user departments are responsible for such stocks and depots:

(i) To avoid piecemeal requisitioning of stores from the Stores Department,

(ii) For use in emergencies, so as to safeguard against delays or detentions in transportation, and

(iii) In some cases, in consideration of the special nature of the material stocked and of the transportation of such material,

Such stores are:

(i) Permanent way or other engineering material, in the custody of Permanent Way Inspectors and Inspectors of Works.

(ii) Locomotive, carriage and wagon parts and electrical stores in running sheds, train examining stations, and incharge of Outdoor Electrical Chargeman respectively.

(iii) Stores in workshops waiting to be used in repairs or manufacture of Locomotive and Carriage and Wagon duplicates.