

## **GENERAL CLASSIFICATION OF STORES**

Stores Department on Indian Railways is required to give a service to various departments by making thousands of items available to their indentors as and when required. To give this service we have to maintain stocks of a large number of items called as "Stock items" whereas for other items which are not frequently required or are of one time requirement, no stocks are maintained. These items are purchased as and when required to meet specific demands and are called as 'Non-stock items'. The stock items are further classified as under :

**Ordinary Stores:** These are generally such items of stores for which there is a regular turnover caused by a constant demand. These may be further subdivided as

- New,
- Second hand
- Serviceable and
- Second hand repairable.

**Emergency Stores:** The Stores depots are also required to stock certain items of stores even though they do not have a regular turnover. These are emergency stores and comprise of items which do not ordinarily wear out or require renewal but which are required to be kept in stock to meet emergency due to breakage or unanticipated deterioration.

- These items are not readily available in the market and as such would require a long time for procurement in case they are not stocked. These are generally components of imported machines and Rolling Stock.

**Surplus Stores:** These are the items of ordinary stock which are not demanded by the users. If any item is not issued for past 24 months or more, it is declared as surplus. Surplus stores are further classified as dead surplus and movable surplus.

a. **Dead Surplus Stores:** These are the items which have not been issued to any indentor during past 24 months or more and are not likely to be utilized on any Railway within next 2 years

b. **Movable Surplus Stores:** These are the items which have not been issued to any indentor during past 24 months but their use in near future (within 24 months) is anticipated.

**Special Stores:** The items of stores arranged and stocked for works and other special purposes i.e. other than for operation or ordinary maintenance and repairs are called "Special Stores". These are kept separate from ordinary stores and issued to the work for which they have been arranged.

## **Other Classification of Stores:**

*Apart from above some other classifications as under are also prevalent on Indian Railways.*

**Custody Stores:** These are stores which have been purchased for special works and charged to such works but due to inadequate stocking facilities available with user/indentor have been kept in the custody of stores department. These are generally non-stock items but in certain situations stock items also may be under this classification.

**ImprestStores:** Certain important units like loco sheds, train examining depots etc. require a large number of items for day to day repairs, maintenance and operation of rolling stock. Such items include consumable stores like cotton wastes, oils, greases etc. as well as the spares required for rolling stock.

- The senior supervisor in-charge of the unit like running sheds, Train Examining Depots, Chief Signal Inspector, Electric Foreman etc. are allowed to maintain stocks of nominated items of stores. The limits up to which the stocks are to be kept are also specified while sanctioning such items and are generally fixed as equivalent to two or three months' requirement.
- Imprest stores are standing advance of materials to meet the day to day requirement of repairs maintenance and operation of rolling stock etc. On most Railways the Imprest stores are charged off to the final head of Account under revenue working expenses. However, detailed A/c are maintained by these units and monthly Imprest recoupment schedules are sent by the Imprest holders to the nominated stores depots for bringing their stocks to the Imprest level sanctioned.

**Standard And Non-Standard Items:** Most of the items used on Indian Railways have been standardized i.e. their description, dimensions and specifications have been made standard and also a standard code no. has been allotted for easy identification. However, still there may be few items which have not been standardized and therefore obviously no code no. has been allotted for them. Such items are known as Non- Standard items.

- A non-standard item will necessarily be a non-stock item but all standard items are not stock items i.e. an item which has been allotted a code no. may still be a non-stock item.

## CODIFICATION OF STORES

In order to recognize every item distinctly, all standard items being used on Railways, have been allotted a code number, which is also known as Price List (PL) No. These Nos. enable unique identification of items and as a result of extensive standardization all over the Railways, enable easy exchange of information among nine Railway Zones and six Production Units. While allotting these numbers, an opportunity has been taken to group the items in a meaningful manner so that group-wise analysis of materials is also facilitated.

- We can have three types of codification systems ;
  - Fully significant,
  - Semi-significant and
  - Non-significant.
- In fully significant system, all the digits of the code signify some property of the material while in a non-significant system, digits have no significance and one cannot guess anything about material by seeing only code no. Obviously if we have large number of items developing fully significant system will require a large no. of digits which may not be manageable.
- Therefore in Railways we have designed a 8 digit semi-significant coding system in which first 4 digits signify some property of the material while other 4 digits are non-significant. This code No. is known as Price List No. or PL NO.

All the Railway materials have been classified in 76 'Major Groups' or 'Main Groups' or groups. Each Major/main group (or groups) has been further classified into several sub-groups. Great care has been taken to ensure that groups and sub-groups do not overlap and the numbers have been allotted in a meaningful order and also they are unique.

Each PL No. is sub-divided into 4 parts as under;

90 35 058 3

Part A -- First Two Digits

Part B -- Third and fourth digit

Part C-- Fifth , Sixth and seventh digit

Part D-- Last digit

*Part 'A'* consists of two digits representing the main group of stores to which the item belongs. in the present example main group is '90' which is for steel items.

*Part 'B'* consists of two digits representing sub-group. Each group has been further divided into sub-groups. Here '35' is the sub-group which is for various sizes of Mild Steel Flats.

- The sub-grouping for the most of rolling stock groups is on the basis of major assemblies of which the item is a part.

*Part 'C'* consists of 3 digits and is the serial number of the item within the sub group. No significance is attached to this number. In the above example serial number is 58.

Part 'D' consists of one digit which has a special significance with reference to computerization. This is the check digit. This digit is unique to a given number and is intended to check the integrity of the code number.

Method of verifying P.L. NO :

Wherever the computer encounters a code No. during processing, it calculates the check digit on the basis of modulus 11 and checks if the calculated digit tallies with the check digit shown on the document and punched. If the two do not tally, the voucher is rejected.

**Method:** Calculation method is given below.

**Check Digit:** DATA VALIDATION WHILE PROCESSING; (BASED ON MODULAS 11)

1. WRITE 2 TO 8 BELOW EACH DIGIT OF CODE FROM RIGHT TO LEFT EXCEPT CHECK DIGIT,
2. MULTIPLY THE DIGITS VERTICALLY &
3. ADD PRODUCTS OF MULTIPLICATION HORIZONTALLY,
4. DIVIDE THE SUM OF PRODUCTS BY 11,
5. THE REMAINDER OF DIVISION IS CHECK DIGIT  
(RIGHT MOST DIGIT IF YOU GET 2-Digit REMAINDER)

**Sample Check digit calculation:**

2	5	1	6	1	0	4	?
X	X	X	X	X	X	X	X
8	7	6	5	4	3	2	-

16 + 35 + 6 + 30 + 4 + 0 + 8 = 99

99/11 = 11\*9 + 0, i.e. Remainder = 0

Therefore, Check digit = 0

## MAIN GROUPS CODES

00-09	STEAM LOCO SPARES
10-19	DIESEL LOCO SPARES
20-29	ELECTRIC LOCO SPARES
30-39	CARRIAGE & WAGON SPARES
40-49	ELECTRICAL STORES
50-59	SIGNAL & TELE- COMMUNICATION STORES
60-69	PERMANENT WAY & ENGG. STORES
70-99	GENERAL STORES
98	SCRAP

Unification of P.L. NO: A Price List number may be unified or non- unified. If a Price List number for an item is unified, all the Railways and Production unit uses same number as PL code for this item. This facilitates easy exchange of information between the Railways. Disposal of surplus stores and centralized purchase become easier. In case of non-unified Price List numbers, all the Railways do not use same code for the same item. Our attempt is always to have unified Price List numbers.