

ABOUT US (RTI ACT)  
STORES DEPARTMENT

**Information as per Clause 4.1(b) of RTI Act 2005.**

**i) PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

The Materials Management Department caters to the materials' needs of the 3 divisions viz. KUR, SBP, WAT; Carriage Repair Workshop/MCS, Diesel & Electric Loco Sheds/VSKP, Construction Organisation under CAO/Con, tools & plants and various other requirements of different departments of ECoR.

The Zonal Stores Organisation at HQ is headed by Controller of Stores (COS). There are two Chief Materials managers (CMMs), Five Dy. Chief Materials Managers (Dy. CMMs), Five Sr. Materials managers (SMMs) officers, and other staff. At divisional level, the organization has 6 depots at CRW/MCS, DLS/VSKP, ELS/VSKP, WSD/VSKP, GSD/MCS at KUR and ELS/ANGL.

**DIVISIONAL STORES ORGANISATIONS:-**

Apart from that, a nucleus set up of a few Gr-C & Gr-D staff has been attached in each of the 3 divisions. KUR and VSKP divisional organizations are headed by Sr. DMMs, and SBP by a DMM. As regards the functions of Divisional Materials Managers, they attend to procurement of petty non-stock materials, stock-materials required during emergencies and also monitor scrap mobilisation and supply of uniforms on the Divisions. Sr. DMM/DMM is an interface between the Divisional set-up and rest of the Units of Stores Department.

**FUNCTIONS AND DUTIES OF STORES DEPARTMENT**

The complete control on the materials is vested in the Stores Department. The field of materials Management covers the following functions.

- i)  
Materials planning and programming of procurement and supplies.
- ii)  
Purchasing
- iii)  
Inventory control
- iv)  
Storekeeping and warehousing
- v)  
Materials handling and transportation

vi)

Codification and standardization

vii)

Value Analysis

viii)

Identification, Disposal of supplies, obsolete and scrap materials.

ix)

Supply of uniforms to Railway staff.

x)

Printing and supply of Card Tickets, Monthly Season Tickets, to Commercial Branch through Railway Printing press.

xi)

Printing of various Books & Forms, Periodicals, journals, Registers etc.

ii)

POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

The powers – monetary or otherwise – entrusted to the officers depending upon the nature of their duties i.e. procurement of materials, inspection, acceptance, disposing of the scrap etc., have been enumerated in details in the Schedule of Powers (known as SOP). These powers, as per SOP, as amended from time to time through Office Orders, are being exercised by the respective officers of Stores Department. The instructions / directives of executives are carried out by the employees, who maintain the records.

iii)

THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

1. The procedure enumerated in Rules for entering into Supply Contract, Stores Codes and guidelines issued by Railway Board are followed.

2. As regards scrap disposal it is stated that before Public Auction or disposal of scrap by Tender Sale, due care is taken about the recommendations of the Survey Board Committee and its acceptance by competent authority.

iv)

THE NORMS SET IT FOR THE DISCHARGE OF ITS FUNCTIONS:

The norms are set by way of Stores Codes, SOP, and rules for entering into supply contract.

v)

THE RULES REGULATIONS INSTRUCTIONS MANUAL AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

This Railway is circulating all the copies of the Rules, Railway Board's guidelines and Circulars, GM's instructions and also local orders on various subjects among the officers and staff for their guidance and follow-up actions. The concerned officers and staff keep these records in their files for future reference and guidance as and when required while dealing with the cases. The Stores Code, Rules for entering into Supply Contract, Stores Codes and guidelines issued by Railway Board Circulars and Office Orders are available with the employees.

vi)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

So far as Materials Management Department is concerned, copies of the Rules, Railway Board's guidelines and Circulars, GM's instructions and also local orders on various subjects among the officers and staff for their guidance and follow-up actions thereon are circulated. The concerned officers and staff keep these records in their files for future reference and guidance as and when required while dealing with the cases. Vendor registration, Purchase Statistics and all documents related to purchase, stocking and issues of materials related to disposal of materials are also kept in HQ Office and Stores Depots.

vii)

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATIONS WITHIN OR REPRESENTATION BY THE MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY

Formulation of the Policies of Railways is vested with Railway Board. New Delhi.

viii)

A STATEMENT OF THE BOARDS COUNCILS COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS COUNCILS COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

Formulation of the Policies of Railways is vested with Railway Board. New Delhi.

Purchase/ Non-Purchase Section	AMM	SMM	Dy.CMM	CMM
P-01(10-19) Diesel Loco Components	AMM-I	SMM-I	Dy.CMM-II	CMM-II
P-02 (20-29) Electric Loco Components	AMM-II	SMM-II	Dy.CMM-Systems	CMM-I
P-03 (30-39) carriage & Wagon Components	AMM-III	SMM-III	Dy.CMM-I	CMM-II
P-04(40-49) General Electric items, Computers and Communication items OHE items. Accessories etc.	AMM-IV	SMM-II	Dy.CMM/System	CMM-I
S-11 Budget & ISO, S-12 I/C Section	AMM-IV	-	Dy.CMM-System	CMM-I
P-05(50-59) Group Signal & Telecom Components	AMM-II	SMM-II	Dy.CMM-III	CMM-I
P-06(60-69) Engineering Track fittings	AMM-I	SMM-I	Dy.CMM-II	CMM-II
P-07(70-79) Hardware, Furniture, Clothing items etc.	AMM-I	SMM-I	Dy.CMM-II	CMM-II
P-08(80-89) Fuels, Lubricants, drugs, Medical equipments etc	AMM-IV	SMM-V	Dy.CMM/System	CMM-I
P-09 (90-99) Steel, Plywood, Non-ferrous items etc.	AMM-I	SMM-I	Dy.CMM-II	CMM-II
S-01(Secret Cell), S-02 GAZ(Estt.), S-03 LP & Stationery, S-05(Policy), S-08 (Parliament Business, RTI, Legal, D&A Cases), S-14 (Progress Cell).	-	Secretary to COS	Dy.CMM-III	CMM-II
S-02(Non-Gaz Estt,) Quarters	AMM-III	SMM-V	Dy.CMM-III	CMM-II
S-04 (Receipt and Dispatch, S-07 (Tender) S-09 (Req Registration, WP, M&P).	-	SMM-V	Dy.CMM-III	CMM-II
S-06(Sales)	AMM-III	SMM-V	Dy.CMM-III	CMM-II
S-13(MMIS & E-Procurement)	AMM-I	SMM-V	Dy.CMM-III	CMM-II
S-10(Vendor Registration)	AMM-I	SMM-III	Dy.CMM-II	CMM-II
Hiring Vehicle Contract	-	Secy to COS	Dy.MM-II	CMM-II

Name	Design	Mobile	Rly. No
U.S.Upadhyay	COS	8455885750	50090
R.K.Dash	CMM-I	8455885751	50190
N.D.Rao	CMM-II	8455885752	50290
M.Parthasaradhi	Dy.CMM-I	8455885754	50192
Ajay Singh	Dy.CMM-II	8455885753	50194
R.K.Sethi	Dy.CMM-III	8455885755	50196
Vacant	Dy.CMM-IV	8455885756	50198
T.Mohapatra	Dy.CMM-System	8455885757	50292
S.K.Biswal	Secy.to COS	8455885765	50092
C.R.Sarkar	SMM-I	8455885761	50294
G.S.Mohanty	SMM-II	8455885762	50296
D.Sethi	SMM-III	8455885763	50298
Vacant	SMM-IV	8455885764	50394
S.K.Behera	SMM-V	8455885766	50392
M.K.Ray	AMM-I	8455885767	50494
S.C.Satapathy	AMM-II	8455885768	50492
U.K.Mishra	AMM-III	8455885769	50396
J.S.K.Das	AMM-IV	8455885772	50496
P.V.Suresh Kumar	Sr.DMM/KUR	8455887750	72204
M.L.Singh	Sr.DMM/SBP	8455886750	62486
K.B.Tirupataiah	Sr.DMM/VSKP	8978080750	82204
J.N. Patnaik	SMM/CRW / MCS	8455885780	52460
S.K.Panda	SMM/GSD/ MCS	8455885758	58660
S.K.Nayak	SMM/ELS/ ANGL	8455887751	75273
P.K.Pradhan	SMM/ELS/ VSKP	8978080751	84039
B.K.Barik	SMM/DLS/ VSKP	8978080752	83907
G.Chiranjeevi	AMM/WSD /VSKP	8978080753	82507
S.C.Hansdah	AMM/GSD/ MCS	8455885770	58662
Vikash Kumar	AMM/CRW /MCS	8455885781	58462

X)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

The railway staff are getting their pay as per the rules framed by the Central Government.

xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSEDD EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE. Allotment of budget grant to this department is done by the Rly. Board.

xii)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;

Not applicable to Materials Management Department.

xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;

Not applicable to Materials Management Department.

xiv) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;

So far as Stores Department is concerned, the details of the tenders invited by the Controller of Stores are available on E. Co. Rly. Website [www.eastcoastrailway.gov.in](http://www.eastcoastrailway.gov.in). Details of high value tenders awarded has already provided on E. Co. Rly.'s website.

xv)THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:

Relevant information are available on ECoR Website and can also be had from Secy. to COS on any working day between 09.45 hrs to 18.15 hrs.

xvi) THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;

Please refer list of Information Officers.

xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

Nil.