

**POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.**

The financial powers are entrusted to the officers depending upon the nature of their duties i.e. procurement of materials, inspection, acceptance, disposal of the scrap etc., have been enumerated in details in the Model Schedule of Powers (known as MSOP). Distribution of works among HQ Stores Officers are as follows:-

<b>Officer in charge</b>						
<b>SAG</b>	<b>JAG</b>	<b>SS</b>	<b>Section</b>	<b>Group</b>	<b>Work details</b>	
<b>CMM-Con</b>	<b>Dy.CMM-III</b>	<b>SMM-II</b>	<b>P-05</b>	<b>50-59</b>	Signal and Telecommunication items.	
	<b>Dy.CMM-II</b>	<b>SMM-II</b>	<b>P-06</b>	<b>60-69</b>	Engineering Track fitting items. Stores Member for procurement of track fittings at SAG level both for open line and Construction.	
	<b>Dy.CMM-II</b>	<b>SMM-II</b>	<b>P-07</b>	<b>70-79</b>	Hardware, Furniture, Clothing items etc.	
	<b>Dy.CMM-II</b>	<b>SMM-C-I</b>	<b>P-08</b>	<b>80-89</b>	POL items, Printing and Stationery etc.	
	<b>Dy.CMM-II</b>	<b>SMM-C-I</b>		<b>82</b>	Drugs, consumables & Medical equipment etc.	
	<b>Dy.CMM-II</b>	<b>SMM-C-I</b>	<b>P-10</b>		GeM procurement	
	<b><u>Non-Purchase</u></b>					
	<b>Secy. to PCMM</b>	----		<b>S-01</b>	----	Secret Cell – All confidential matters of Vigilance, Gazetted APARs, Non-Gazetted APARs
	<b>Secy to PCMM</b>	----		<b>S-02</b>	----	All awards (Rly. Bd, GM, PCMM), Co-ordination meeting arrangement etc.
	<b>Dy. CMM-III</b>	<b>SMM/C-I</b>	<b>S-02</b>		----	Establishment : All Gaz matters, All Non-Gaz matter ( Muster roll, leave, sparing, booking etc.) staff grievance, Telephone & Dongle matter, CUG matters, Entertainment Refreshment allowance matters, Rajbhasha, Misc matters, Qrs, Vehicle imprest, Lease matter of NG staff, Duty pass, Duty card pass matters , & other misc matters follow up.
	<b>Dy. CMM-II</b>	<b>SMM-II</b>	<b>S-10</b>		----	Enlistment/ Vendor Registration
	<b>Dy. CMM-II</b>	<b>SMM-II</b>	<b>S-11</b>		----	Budget/Fund, ISO,
	<b>Dy. CMM-II</b>	<b>SMM-II</b>	<b>S-12</b>		----	Inventory Control, Clearance of suspense, surplus and inactive items.
<b>CMM-HQ</b>	<b>Dy. CMM-III</b>	<b>SMM-III</b>	<b>P-01</b>	<b>10-19</b>	Diesel Loco items	
	<b>Dy. CMM-III</b>	<b>SMM-III</b>	<b>P-02</b>	<b>20-29</b>	Electric Loco Items	
	<b>Dy. CMM-I</b>	<b>SMM-I</b>	<b>P-03</b>	<b>30-39</b>	Carriage & Wagon items	
	<b>Dy. CMM-III</b>	<b>SMM-III</b>	<b>P-04</b>	<b>40-49</b>	General Electric items, Computers, Communication items, OHE items and Accessories etc.	
	<b>Dy. CMM-I</b>	<b>SMM-I</b>	<b>P-09</b>	<b>90-99</b>	Steel, Plywood, Non-ferrous items etc	

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<b>CMM-II</b>	<b>Secy. to PCMM</b>	----	<b>S-03</b>	----	Stock holding and Imprest – Local Purchase, Stationery drawal & distribution , Office Imprest, T&P item maintenance ,Computer subject, non-stock demand generation. General matters, Office maintenance-cleaning ,locking etc .
	<b>Secy. to PCMM</b>	----	<b>S-04</b>	----	(Receipt & Despatch) -Receipt and Despatch of official letters., Scanning of receipt of letters, postal imprest, maintenance of despatch register
	<b>Secy. to PCMM</b>	----	<b>S-05</b>	----	(Policy) – SOP Revision, Issuance of office orders, implementation of policies.
	<b>Secy. to PCMM</b>	----	<b>S-07</b>	----	Issue of Advertisements ,Uploading& Opening of Tenders and distribution of Tenders.
	<b>Secy. to PCMM</b>	----	<b>S-08</b>	----	Parliamentary Business, all RTI and CPGRAM related issues D &A cases, Court and Arbitration cases.
	<b>Secy. to PCMM</b>	----	<b>S-09</b>	----	(Demand Registration) - Registration of online demands of all departments.
	<b>Secy. to PCMM</b>		<b>S-14</b>	----	(Progress Cell): Correspondences with Railway Board, Compilation and submission of data related to PCMM Conference, Board’s Meeting items, Audit Correspondences, Audit para, Draft para, Special letter, GM/Board inspections, PNM items, all logistic contract including transportation, loading, unloading etc for Depots and Divisions, infrastructure development of depots and Divisions, setting up of model depot. Office modernization M&P, Works Programme. Law book &pink book matters. Stock verification matter in depot
	<b>Dy. CMM-I</b>	<b>SMM-I</b>	<b>S-06</b>	----	(Sales) – Liaoning and correspondence with the Divisions, Depots and for scrap arising and sale at par with proportionate target and annual target fixed by Railway Board.
	<b>Dy. CMM-II</b>	<b>SMM-III</b>	<b>S-13</b>	----	(iMMS, IREPS, GeM, e-office, UDM) - Liaison with CRIS and updating the system to ensure 100% online transactions. All day to day works related to iMMS, e-procurement and GeM including coordination with CRIS to sort out issues related to iMMS and IREPS will be monitored and Mission PACE, implementation of e-office, UDM and all online activities.