

## **STORES DEPARTMENT**

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

#### **PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

The Materials Management Department caters the material requirement of Head Quarters, 3 Divisions i.e. KUR, SBP, WAT & Depots under ECoR and also Construction organization under CAO/Con. There are 7 Stores Depots available to cater the needs of maintenance activities of Locos, Coaches, Wagons, Train Operations, Office maintenance and For Disposal of Scrap in East Coast Railway as under

**Carriage Repair workshop, Mancheswar**

**General stores Depot, Mancheswar**

**Scrap Depot, Mancheswar**

**Electrical Loco Shed Depot, Angul**

**Electrical Loco Shed Depot, Visakhapatnam**

**Diesel Loco Shed Depot, Visakhapatnam**

**Wagon Stores Depot, Visakhapatnam**

The Zonal Stores Organization headed by Principal Chief Materials Manager (PCMM). There are 3 Chief Materials Managers (CMMs), 3 Dy. Chief Materials Managers (Dy.CMMs), 4 Sr. Materials Managers (SMMs) officers.

#### **DIVISIONAL STORES ORGANISATIONS : -**

All Three Divisional organization are headed by Sr.DMMs and assisted by DMMs/AMMs. As regards to their functions, they under taken procurement functions of Non-stock items of the Divisions and do various Service contract of the Division. Sr.DMMs of divisions conducted e-auction of Scrap materials generated at their divisions.

#### **FUNCTIONS AND DUTIES OF STORES DEPARTMENT**

The field of materials Management covers the following functions.

- i) Materials planning and programming of procurement and supplies.
- ii) Purchasing of Goods and Services.
- iii) Inventory control
- iv) Stocking materials and warehousing
- v) Materials handling and transportation
- vi) Codification and standard.
- vii) Value analysis
- viii) Identification, Disposal of supplies, obsolete and scrap materials.
- ix) Registration of vendors

#### **POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEEES.**

The financial powers are entrusted to 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 Model Schedule of Powers (Known as MSOP).

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**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.

**Contact details of HQs, Divisions and Depots :**

Designation	Name	Railway No.	BSNL No.	CUG No
PCMM	P.B.Ninawe	50090	2303516	8455885750
CMM-Con	A .Annadurai	50190	2303559	8455885752
CMM-HQ	Alok Singh	53090	2300760	8455885751
CMM/II	Naresh Kumar	50290	2301340	8455885754
Dy.CMM-I	M.K.Mohanty	50192	2301761	8455885758
Dy.CMM-II	T. Mohapatra	50194	2301201	8455885753
Dy.CMM-III	Vikash Kumar	50196	2300593	8455885755
Dy.CMM-HQ & Secy to PCMM	M.K.Mohanty			8455885758
SMM-I	J. N. Pattanaik	50398	2303883	8455885763
SMM-II	S.C.Hansdah	50396	2301737	8455885767
SMM-III	M. K. Ray	50494	----	8455885770
SMM-Con	S. C. Satpathy	50492	----	8455885768
Sr.DMM/KUR	R. K. Sethi	72204	2492524	8455887750
DMM/KUR	R. K. Dohre	72207	----	8455885761
ADMM/KUR	H.S. Nanda			8455887760
Sr.DMM/SBP	Chanchal Mandal	62486	2521176	8455886750
DMM/SBP	Javed Khan	62832	----	8826619148
Sr.DMM/WAT	K. B. Tirupathiah	82204	2549971	8978080750
ADMM/WAT	J. Sanjay Kumar Das	82800	----	8978080755
SMM/DLS/VSKP	C. R. Sarkar	82375	2727916	8978080752
AMM/WSD/VSKP	A. K. Meena	82507	----	8688407013
AMM/ELS/VSKP	B.R.S. Patnaik	85439	2727490	8978080751
Dy.CMM/CRW/MCS	Ramesh Kamini	58460	2748205	8455885780
SMM/CRW/MCS	Priyansu Kumar			8455885781
SMM-I/GSD/MCS	J. Hansdah	58660	----	8455885757
AMM/ELS/ANGL	V. Rajak	75277	211327	8455887751