

## **MATERIALS MANAGEMENT DEPARTMENT (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 4 Chief Materials Managers (CMMs), 4 Dy. Chief Materials Managers (Dy. CMMs), 3 Sr. Materials Managers (SMMs) working as 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 conduct 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 standardisation.
- vii) Value analysis
- viii) Identification, Disposal of supplies, obsolete and scrap materials.
- ix) Registration of vendors

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

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).