

Assigned works of HQ Stores Officers

Annexure-B

Chief Materials Manager/Con

PURCHASE

Section	Group	Work details		
P-05	50-59	Signal and Telecommunication items.	Dy. CMM-II	SMM-III
P-07	70-79	Hardware, Furniture, Clothing items etc.		
P-08	80-89	POL items, Printing and Stationery etc.		
	82	Drugs, consumables & Medical equipments etc.		SMM/GSD
P-10		GeM procurement		SMM-III

Non -Purchase

Section	Group	Work details		
S-01		Secret cell-All confidential matters of vigilance,Gazetted APARs,Non -Gazetted APARs	DY.CMM/HQ-Cum-Secy to PCMM	
S-02	Non-Purchase	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,Rajbhasa,Misc matters,Qtrs,vehicle imprest,Lease matter of NG staff,Duty pass ,Duty card pass matters,& other misc matters follow up.	DY.CMM/HQ-Cum-Secy to PCMM	SMM-I
		All Awards (Rly.Bd,GM,PCMM),Co-ordination meeting arrangement etc.		
S-10		Enlistment/vendor Registration	DY.CMM-II	SMM-III
S-11		Budget/Fund,Iso		
S-12		Inventory control,clearance of suspanse,surplus and inactive items.		

Chief Materials Manager/HQ

Purchase

Section	Group	Work details		
			DY.CMM/HQ-Cum-Secy to PCMM	SMM-I
P-02	20-29	Electric Loco Items		
P-03	30-39	Carriage & Wagon items	DY.CMM-I	SMM-II
P-04	40-49	General Electric items,computers,communication items,OHE ityems and Accessories	DY.CMM-III	SMM-II

Chief Materials Manager-II

PURCHASE

Section	Group	Work details		
P-01	10-19	Diesel Loco Items	Dy.CMM-HQ cum Secy to PCMM	SMM-I
P-09	90-99	Steel, Plywood,Non-ferrous items etc	Dy. CMM-I	SMM-II
		NON-PURCHASE		
S-03	Non-Purchase	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 .	DY.CMM-I	SMM-I
S-04		(Receipt & Despatch) -Receipt and Despatch of official letters., Scanning of receipt of letters, postal imprest, maintenance of despatch register	DY.CMM-I	SMM-II
S-05		(Policy) – SOP Revision, Issuance of office orders, implementation of policies.	DY.CMM-II	SMM-III
S-06		(Sales) – Liaisoning and correspondence with the Divisions, Depots and for scrap arising and sale at par with proportionate target and annual target fixed by Railway Board.	Dy. CMM-I	SMM-II
S-07		Issue of Advertisements ,Uploading & Opening of Tenders and distribution of Tenders.	Dy. CMM-I	SMM-II
S-08		Parliamentary Business, all RTI and CPGRAM related issues D &A cases, Court and Arbitration cases.	DY.CMM-II	SMM-III
S-13		(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.	Dy.CMM-II	SMM-III
S-14		(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	DY.CMM-HQ cum Secy to PCMM	SMM-I

Chief Materials Manager-I

Purchase

Section	Group	Work Details		
P-06	60-69	Procurement of P.way,Track Tools & Bridge works. Building material,spare for plant & machinery etc.	Dy.CMM-III	SMM-III