

**MATERIALS  
MANAGEMENT  
DEPARTMENT**

**VADODARA DIVISION**

# ORGANIZATION CHART

DIVISIONAL MATERIALS MANAGER



ASSISTANT MATERIALS MANAGER

# Main Activities of Materials Management Department

1. Procurement of Material.
2. Warehousing
3. Scrap Disposal
4. Supply of Uniform
5. Inventory Control
6. Divisionalisation.

## Main Functions of Divisional Material Managers

1. General Administration of DRM office.
2. Mobilisation of Scrap lying on line in the division by close interaction with divisional branch officers
3. Compilation of demands of uniform and stationary for onward transmission to respective depot and press respectively.
4. Collection of Uniform and Stationary from respective depot and press and Distribution to ultimate consignee at door step.
5. Procurement of Non-stock Items uptoRs.3 lakh.
6. Monitoring of supplies of Safety & Vital Items.
7. Liaison Between Branch Officers & Stores Units

# Depot Under Division

PRATAP NAGAR DEPOT (PRTN)

## Divisional Stores Depot at PRTN

- ❖ Distribution of consumable & imprest items including HSD oil, Kerosene oil, Torch cell, Cotton Duster, etc. to all consignees of BRC Division through Stores Delivery Transport vehicle as per schedule.
- ❖ Distribution of Books & Forms, Stationary to all consignees of BRC Division through road transport as per schedule on receipt from Dy. CMM/MX.
- ❖ Keep proper accountal of or receipt & distribution of material.
- ❖ Keep continuous touch with consignee for the trend of consumption.

## · Uniform Cell

- ❖ Scrutiny of demands, received from various consignee as per dress regulation book & policies guidelines of Railway Board.
- ❖ Registration of demands according to season and department wise.
- ❖ Consolidate them according to department wise & item wise.

## General and R & D Section

- ❖ Prompt action on Inspection Notes of GM/AGM/CRB.
- ❖ Arranging DRUCC meeting and meeting with MPS/MLAS reference and other Dignitaries.
- ❖ Maintenance & upkeep of all office equipments.
- ❖ Provisioning of daily requirements to all officers of the Division.
- ❖ Receipt & Dispatches of Daks through E.dak system