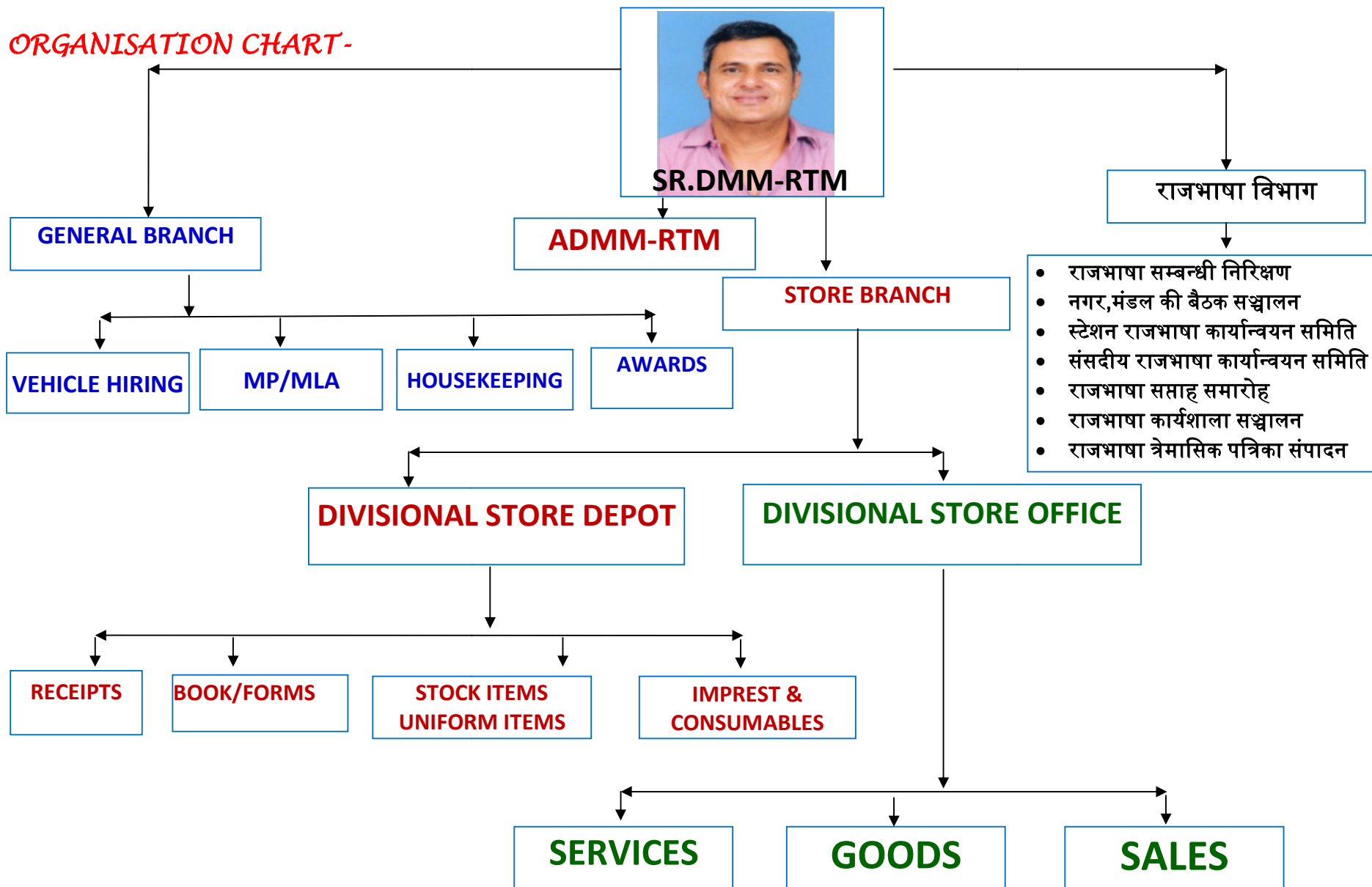


## MATERIAL MANAGEMENT DEPARTMENT-STORE

### ORGANISATION CHART-



## **ORIGIN OF RATLAM DIVISION**

The divisional stores depot Ratlam has become fully functional as capital suspense depot for stocking and distribution of stores materials to divisional consignees since April 2004. Total 350 items are being stocked in Divisional Stores Depot Ratlam.

Ratlam Division has about 1620.616 kilometre and has highly branched and multi-gauge ( i.e. BG = 1552.296 KMs and MG = 68.32 KMs ) network in all four directions Consisting typical geographical area, it is a daunting job to Carry materials to all stations, some of which are very difficult to approach even through road

Presently, General items are received from SABARMATI Stores depot and Books & Form and Stationary items are received from MAHALAXMI depot at regular intervals.

These materials are further distributed to @143 Consignees of the division and 110 Stations of the division.

Kerosene and HSD Oil are Stock item at RTM Division Depot, these are directly received from oil company against Purchase Orders placed by HQ/CCG.

## **SALIENT FEATURES OF RATLAM DIVISION RELATED TO MATERIAL MANAGEMENT**

- **IMPREST HOLDERS: -**

|                       |   |
|-----------------------|---|
| Mechanical Department | : - 03 (SMP, INDB, DADN)                |
| Electrical Department | : - 04 (RTM, INDB, DADN, DHD)           |
| SHEDS                 | : - 01 ( LCC/RTM )                      |
| RUNNING ROOMS         | : - 05 ( INDB, UJN, RTM, DHD, COR )     |
| TXR DEPOT             | : - 06 (DHD, RTM, INDB, UJN, DADN, COR) |
| DIESEL FUELING POINTS | : - 03 ( RTM, DADN, COR )               |

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## **HIGHLIGHTS**

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- As per recommendation of Railway Reform Committee, Divisional Stores Organization has been set up on Division with the object to ensure uninterrupted availability of material required by various departments for day to day operation and maintenance of railway network.
- To fulfill the material requirement of all departments, Material Management department works with following objectives: -

## **CORE ACTIVITIES**

1. Ensuring uninterrupted availability of materials to all consignees of all departments.
2. Ensuring the requirement of stock item and ensure 100 % availability all the time.
3. Liaisoning with PCMM office and General Stores Depots on issues related to material supply to Divisional consignees.
4. Mobilization of scrap and its disposal.
5. To render assistance to users for material related problems.
6. Linen supply to all RTM Division originating trains.

The duties of various sections/branches controlled by Sr. DMM are Summarized Below: -

- **PURCHASE CELL**

This is the Purchase Branch of Divisional Office. The Duties of this branch includes : -

- Purchase of Stock and Non-stock items against requisitions received from Divisional consignees within delegated purchase powers as per SOP.
- To place Purchase Contracts through Govt. E-Market place (GeM) as per Powers delegated under SOP.
- To enter in Service Contracts as per requirements of Division.

- **DIVISIONAL GENERAL ADMINISTRATION**

Divisional General Section is the Administration Office and the functions of the General Section as below-

- Reply of MP/MLA letters and representations.
- Monitoring compliance of inspection note of DRM/ADRM and higher Officials.
- Vehicle hiring related work.
- Housekeeping of DRM office and surrounding premises.
- All Other General Administration related activities.

- **DIVISIONAL STORES DEPOT**

Divisional Stores Depot is the field unit of Material Management Department. The functions of depot include:

- Stocking of Stock Items and issue them as per requirement of divisional consignees.
- Distribution of Kerosene and Consumable items to All consignees.
- Distribution of Imprest items to all Imprest holders.
- Distribution of Stationary, Books and Form and Money value items to consignees.

- **SALES SECTION**

- Identification of scrap material and its disposal.
- Co-ordination with all scraps holders to prepare service sheet/JVR for disposal of scrap as soon as possible.
- Identification of abandoned structure and follow up to clear all the scrap as per Railway Board's guidelines.
- Sales section working for Zero Scrap mission as directed by Railway Board.

**PERFORMANCE As on 01.08.2023**

**(i) DETAILS OF GOODS CONTRACTS MADE THROUGH GEM & IREPS.**

| <b>Year</b>          | <b>GEM</b>       |                     | <b>IREPS</b>     |                     | <b>Total</b>     |                     |
|----------------------|------------------|---------------------|------------------|---------------------|------------------|---------------------|
|                      | <b>No. of PO</b> | <b>Value in Cr.</b> | <b>No. of PO</b> | <b>Value in Cr.</b> | <b>No. of PO</b> | <b>Value in Cr.</b> |
| 2020-21              | 595              | 6.78                | 200              | 3.78                | 795              | 10.56               |
| 2021-22              | 1087             | 18.34               | 235              | 5.54                | 1322             | 23.88               |
| 2022-23              | 881              | 18.58               | 611              | 8.17                | 1492             | 26.01               |
| 2023-24 (31.07.2023) | 200              | 4.80                | 170              | 3.28                | 370              | 8.08                |

**(ii) DETAILS OF SERVICE CONTRACTS MADE THROUGH GEM.**

| <b>Years</b>    | <b>2020-21</b>   |                     | <b>2021-22</b>   |                     | <b>2022-23</b>   |                     | <b>2023-24 upto 01.08.2023</b> |                     |
|-----------------|------------------|---------------------|------------------|---------------------|------------------|---------------------|--------------------------------|---------------------|
| <b>Category</b> | <b>No of POs</b> | <b>Value in Cr.</b> | <b>No of POs</b> | <b>Value in Cr.</b> | <b>No of POs</b> | <b>Value in Cr.</b> | <b>No of POs</b>               | <b>Value in Cr.</b> |
| GeM             | 89               | 12.13               | 177              | 37.03               | 113              | 21.30               | 24                             | 4.74                |

- Henceforth all the service contracts are being entered by executive department as per SOP delegation.

**(iii) TENDER SETTLEMENT PROGRESS**

| <b>Tender Type</b> | <b>Opening Balance</b> | <b>New Assigned</b> | <b>Finalized</b> | <b>Closing Balance</b> | <b>Average Time (In days)</b> |
|--------------------|------------------------|---------------------|------------------|------------------------|-------------------------------|
| TC                 | 0                      | 0                   | 0                | 0                      | 0                             |
| DA                 | 05                     | 190                 | 193              | 02                     | 02                            |

**(iv) KEY PERFORMANCE INDICATORS (2023-24) AS ON 01.08.2023**

| <b>Operational, Financial &amp; Efficiency Improvement Parameters</b>  |   | <b>Targets 2023-24<br/>Unit of Measurement</b> |             | <b>Cumulative<br/>performance</b> |
|--|---|--|-------------|-----------------------------------|
| Timely finalization of stores tenders (Data from IREPS + GeM)  | (1) Direct acceptance cases- Finalized within 15 days / Total cases finalized | <b>%</b>                                       | <b>100%</b> | <b>100%</b>                       |
|  | Finalized within 15 days  | <b>Nos.</b>                                    | <b>NIL</b>  | <b>347</b>                        |
|  | Total cases finalized   | <b>Nos.</b>                                    | <b>NIL</b>  | <b>347</b>                        |
|  | (2) Tender committee cases- Finalized within 45 days / Total cases finalized  | <b>%</b>                                       | <b>90%</b>  | <b>NIL</b>                        |
|  | Finalized within 45 days  | <b>Nos.</b>                                    | <b>NIL</b>  | <b>NIL</b>                        |
|  | Total cases finalized   | <b>Nos.</b>                                    | <b>NIL</b>  | <b>NIL</b>                        |
| Scrap disposal   |   | <b>Rs. in Cr.</b>                              | <b>95</b>   | <b>8.54</b>                       |
| Total nos. of outcome based service contracts finalized in 23-24/ Total nos. of service contracts finalized in 23-24 |   | <b>%</b>                                       | <b>NIL</b>  | <b>100%</b>                       |
| Total nos. of outcome based service contracts finalized in 23-24   |   | <b>Nos.</b>                                    | <b>NIL</b>  | <b>8</b>                          |
| Total nos. of service contracts finalized in 2023-24   |   | <b>Nos.</b>                                    | <b>NIL</b>  | <b>24</b>                         |

**(v) INVENTORY PERFORMANCE:**

| <b>Opening Balance</b> | <b>Annual Receipts</b> | <b>Annual Issues</b> | <b>Closing Balance</b> | <b>Target as on 31.07.2023</b> | <b>T.O.R. Achieved</b> |
|------------------------|------------------------|----------------------|------------------------|--------------------------------|------------------------|
| <b>0.21</b>            | <b>1.0</b>             | <b>0.91</b>          | <b>0.23</b>            | <b>5.8</b>                     | <b>10.33</b>           |

**(vi) IMPLEMENTATION OF UDM : 100%**

## SCRAP DISPOSAL

SCRAP ARISING AND DISPOSAL AS ON 01.08.2023 IS AS UNDER-

| <b>Year</b> | <b>Arising in MT</b> | <b>Disposal in MT</b> | <b>Target in Cr.</b> | <b>Achievement in Cr.</b> |
|-------------|----------------------|-----------------------|----------------------|---------------------------|
| 2020-21     | 21387                | 21246                 | 38                   | 75.23 + 3.64 Cr. to RWF   |
| 2021-22     | 16556.812            | 16069                 | 63                   | 75.96                     |
| 2022-23     | 10820                | 11284                 | 44                   | 61.88                     |
| 2023-24     | 2312.67              | 757.07                | 95                   | 8.54                      |

DETAILED ANALYSIS OF IDENTIFIED, ARISING AND SOLD POSITION OF ALL TYPES OF ITEMS.

| <b>SN</b> | <b>Items</b>                            | <b>Identified Quantity</b> | <b>Offered</b> | <b>Sold Quantity</b> |
|-----------|---|----------------------------|----------------|----------------------|
| 1         | Rails (Open Line) in MT                 | 4700                       | 853..60        | 296.28               |
| 2         | Rails (Const) in MT                     | 1146                       | 0              | 0                    |
| 3         | P. Way Scrap (Open Line) in MT          | 800                        | 817.42         | 274.26               |
| 4         | P. Way(Const.) in MT                    | 3000                       | 367.1          | 0                    |
| 5         | PRC Sleepers in Nos.                    | 6430                       | 0              | 0                    |
| 6         | Other Ferrous in MT including MS Girder | 600                        | 274.56         | 186.53               |
| 7         | Non Ferrous in MT                       | N/A                        | 0              | 0                    |
| 8         | Rolling Stock                           |                            |                |                      |
|           | i) Wagon in Number                      | N/A                        | 1              | 0                    |
|           | ii) Coaches in Number                   | N/A                        | 2              | 0                    |
|           | iii) Locomotives in Number              | N/A                        | 3              | 2                    |
| 9         | Other Misc. Scrap ( in value crs)       | N/A                        | 2              | 1.91                 |
|           | <b>TOTAL</b>                            |                            | 2312.67        | 757.07               |

## ABANDONED STRUCTURE

| SN | Description   | Opening Balance as on 01.04.2023 | Identified Qty. during 2023-24 | Offered out of identified qty during 2023-24 | Sold during 2023-24 | Closing Bal of offered qty | Closing Balance of Identified Qty yet to be offered |
|----|---|----------------------------------|--------------------------------|--|---------------------|----------------------------|---|
| 1  | Abandoned Quarters                                  | 32                               | 342                            | 84   | 84                  | 0                          | 290   |
| 2  | Building Structures (Cabin & Others)                | 0                                | 15                             | 0  | 0                   | 0                          | 15  |
| 3  | Other Misc. Structure (Elect Pole & Water Tank etc) | 0                                | 3                              | 2  | 2                   | 0                          | 1   |
| 4  | Condemned OHE Masts / Signal Post / TP Post/        | 0                                | 0                              | 0  | 0                   | 0                          | 0   |
| 5  | Abandoned Sidings                                   | 0                                | 0                              | 0  | 0                   | 0                          | 0   |
| 6  | Abandoned FOB and façade (Nos)                      | 0                                | 0                              | 0  | 0                   | 0                          | 0   |
|    | <b>TOTAL (Nos.)</b>                                 | <b>32</b>                        | <b>360</b>                     | <b>86</b>                                    | <b>86</b>           | <b>0</b>                   | <b>306</b>  |

## ACHIEVEMENTS OF STORES- (DURING 2020-21, 2021-2022 & 2022-2023)

| <b>Achievements</b>   |
|---|
| <b>In the year 2021-22 and 2022-23 scrap sale was 75.96 Cr against actual target of 63 Cr. And 61.68Cr. against actual target of 44 Cr. respectively.</b> |
| <b>Hence total scrap sale of Division was highest ever.</b>   |



## CADRE POSITION : As on 01.08.2023

### CADRE POSITION (GAZETTED)

| <b>SN</b>    | <b>Grade/Level</b>      | <b>Sanctioned Posts</b> | <b>On Roll</b> | <b>Vacancy(+)/<br/>Surplus(-)</b> |
|--------------|-------------------------|-------------------------|----------------|-----------------------------------|
| 1            | SG / JAG                | <b>01</b>               | <b>01</b>      | <b>0</b>                          |
| 2            | Sr. Scale               | <b>00</b>               | <b>00</b>      | <b>0</b>                          |
| 3            | Jr. Scale / Asst. Scale | <b>01</b>               | <b>01</b>      | <b>0</b>                          |
| <b>Total</b> |                         | <b>02</b>               | <b>02</b>      | <b>0</b>                          |

### CADRE POSITION-STORE DEPARTMENT (NON-GAZETTED)

| <b>Category</b> | <b>Sanction</b> | <b>Actual/On Role</b> |                  |                 |              | <b>Vacancy</b> |
|-----------------|-----------------|-----------------------|------------------|-----------------|--------------|----------------|
|                 |                 | <b>Purchase Cell</b>  | <b>Sale Cell</b> | <b>Services</b> | <b>Depot</b> |                |
| Group "C"       | <b>12</b>       | <b>02</b>             | <b>03</b>        | <b>02</b>       | <b>05</b>    | <b>NIL</b>     |
| Group "D"       | <b>12</b>       | <b>02</b>             | <b>01</b>        | <b>--</b>       | <b>08</b>    | <b>01</b>      |
| Total           | <b>24</b>       | <b>04</b>             | <b>04</b>        | <b>02</b>       | <b>13</b>    | <b>01</b>      |

### CADRE POSITION- GENERAL ADMIN BRANCH (NON-GAZETTED)

| <b>Category</b> | <b>Sanction</b> | <b>Actual/On Role</b> | <b>Vacancy</b> |
|-----------------|-----------------|-----------------------|----------------|
| Group "C"       | <b>12</b>       | <b>12</b>             | <b>NIL</b>     |
| Group "D"       | <b>NIL</b>      | <b>NIL</b>            | <b>NIL</b>     |
| Total           | <b>12</b>       | <b>12</b>             | <b>NIL</b>     |

THANKS