

(Updated on 16.02.2024)

**Sub:Materials Management Department- Revised distribution of work.**

A duty list of the officers of stores department in HQ with immediate effect is as shown as below:

**Purchase Works:**

<b>P.Sec</b>	<b>Maj Grp</b>	<b>Items</b>	<b>AMM</b>	<b>SMM</b>	<b>Dy.CMM</b>	<b>CMM</b>
03	70,71,73,74,76,91 & 93	Hardware Brushes, Electrodes, Plywood, Non-Ferrous & Abrasives	<b>ES&amp;G</b>	<b>ES&amp;G</b>	<b>G</b>	<b>E&amp;G</b>
04	61,62,72,75,77,78,81,84,86,& 79	Tools, chemicals,Leathercloth, Pipes & Fittings, Rubber items Furniture & Crockery, Cement,Cloth, Dress Regulation, Handicraft centres and stitching charges	<b>ES&amp;G</b>	<b>ES&amp;G</b>	<b>G</b>	<b>E&amp;G</b>
05	83	Stationery, Printing Press performance,productivity-Technical Matters Printing of N.S. items, B&F items etc	<b>ADM</b>	<b>P&amp;S</b>	<b>ADM</b>	<b>ADM</b>
06	45,46 &47	Gen.Electric items	<b>ES&amp;G</b>	<b>ES&amp;G</b>	<b>G</b>	<b>E&amp;G</b>
07	54,55 & 56	Signalling & Telecom Items.	<b>Sales</b>	<b>ES&amp;G</b>	<b>Sales</b>	<b>Sales</b>
09	31,32, & 35	EMU spares and insulating materials	<b>EL</b>	<b>EL</b>	<b>EL</b>	<b>E&amp;G</b>
10	40,41,42 & 43	Electrical General items	<b>ES&amp;G</b>	<b>ES&amp;G</b>	<b>G</b>	<b>E&amp;G</b>
11	65,66,67,	Plant & Machinery & their Spares,	<b>DL</b>	<b>M&amp;D</b>	<b>M&amp;D</b>	<b>M</b>
13	-	Cash Purchase	<b>ADM</b>			
14	50,52 & 85	Signalling & Telecommunications , Bearings	<b>Sales</b>	<b>ES&amp;G</b>	<b>Sales</b>	<b>Sales</b>
15	30,33,36 & WTA items	Coaching items	<b>G</b>	<b>M</b>	<b>CHG</b>	<b>M</b>
16	10-15 (Alco)	Diesel loco items	<b>DL</b>	<b>M&amp;D</b>	<b>M&amp;D</b>	<b>M</b>
18	90	Steel items	<b>G</b>	<b>M</b>	<b>CHG</b>	<b>M</b>
22	23,25, 27 & 29	Electric loco items	<b>EL</b>	<b>EL</b>	<b>EL</b>	<b>E&amp;G</b>
23	37,38,39, & springs	Wagon items and springs	<b>G</b>	<b>M</b>	<b>CHG</b>	<b>M</b>
24	80 & 92	POL, fuel	<b>DL</b>	<b>M&amp;D</b>	<b>M&amp;D</b>	<b>M</b>
26 and 27	60	Engineering items	<b>ADM</b>	<b>P&amp;S</b>	<b>ADM</b>	<b>ADM</b>
28	82	Medicines	<b>Medical</b>	<b>M&amp;D</b>	<b>M&amp;D</b>	<b>M</b>
29	82	Medicines	<b>Medical</b>	<b>M&amp;D</b>	<b>M&amp;D</b>	<b>M</b>
30	16-19	Diesel loco items (EMD)	<b>DL</b>	<b>M&amp;D</b>	<b>M&amp;D</b>	<b>M</b>

## 5126490/2024/O/o CMM ADMN/STORES/HQ/CCG/WR

## NON-Purchase Works : -

Sec	Details	AMM	SMM	Dy.CMM	CMM
001	Registration of Non-Stock Requisition and Material Schedule	ADM	Secy/PCMM	ADM	ADM
S3	Sale of Scrap items including Annual Contracts, Auctions, Survey Sheets, Extension in payment and delivery, Monthly Report to Board etc.	Sales	P&S	Sales	Sales
SV	Accounts and Audit inspection reports, Draft and Audit Paras, Stock Sheets, Writeoff proposals from Depots, Cash Imprest extension and Sanction, Staff Grievances and Complaints from Depots.		Secy/PCMM	ADM	ADM
	Scheduled of Powers, Indent on RRB for Depot Staff Cadre and Vacancy position of Depots, Stores Delivery Van movement release of PU by Stores Depot.		Secy/PCMM	ADM	ADM
	Creation of Work charged post, (GAZ and Non GAZ), (Excluding Sales), Sanction Estimates and Provisions etc.		Secy/PCMM	ADM	ADM
	Creation of Work charged post, (GAZ and Non GAZ) Charged to sale estimate.		Secy/PCMM	ADM	ADM
	HQ establishment transfer and posting in HQ		Secy/PCMM	ADM	ADM
	Establishment and Administrative matters of district/division of requiring SAG approval.		Secy/PCMM	ADM	ADM
	Depot Statistics, PCDO from Depots, Meetings (PNM, ), POM, EOM, PPTs , Conferences of GM, PCMM with Railway Boards, Organisation of stores depot. Work Study reports, GM's Annual Narrative reports/Admn. Report to Board, EMCDO,, Reports of Various Committees, Handing over notes of Officers, Charge reports, Quarterly Information to Board, ( Career Profile of "Gr"A" officers) Inspection notes, PCDOs received from Div.MM, CRB PCDO to DGM(G), Meetings with GM, Coordination Meetings with AGM/PCMM's Level, Monitoring Letters, Public Grievances,(CPGRAM) Safety Meeting, Court Cases & Legal Matters, Anxiety Items of PHODs/DRMs/District Incharges etc, Vital and Safety Items.		Secy/PCMM	ADM	ADM
	Work Programme		Secy/PCMM	ADM	ADM
	Machinery & Plants, Tools & Plants		Secy/PCMM	ADM	ADM
	Training of Officers and Staff of HQ and Depots		Secy/PCMM	ADM	ADM
	Representation of Staff Unions		Secy/PCMM	ADM	ADM
	Parliament Questions, References from MPs/MLAs		Secy/PCMM	ADM	ADM
	Efficiency Shields for District/Divisions/Purchase Sections		Secy/PCMM	ADM	ADM
	HQ Awards		Secy/PCMM	ADM	ADM

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S7 (IC)	Inventory Control, Stores Budget, Liability, Sales to other Rlys. Review of Purchase Suspense, SINT.		Secy/PCMM	ADM	ADM
	Inactive/Surplus/Overstock items and its liquidation, Survey Committees for inactive items.		Secy/PCMM	ADM	ADM
	Mechanisation, Stocking proposals and Standardisation (Allotment of PL Nos), Issue of ARDs. & allotting consignee codes.		Secy/PCMM	ADM	ADM
	Policy (Purchase & Depot), Bill Forms etc, Foreign Exchange Allocation Issue of SI, JPO , Vigilance letters.		Secy/PCMM	ADM	ADM
S9	Risk Purchase Cell - Risk Purchase recoveries and claims cases		Secy/PCMM	ADM	ADM
S-IV	<ul style="list-style-type: none"> <li>a) Registration of firms( New &amp; Renewal) Land border replies , Bad performance of firms to be recorded and intimated to all.</li> <li>b) Confidential Section (Vigilance Preventive Check etc)</li> <li>c) Tender Opening, (L/T, Special L/T, ADVT tender etc) - IREPS</li> </ul>		Secy/PCMM	ADM	ADM
Comp . Cell	ITS activities as mentioned in letter no .S/395/16/HQ Vol - I dated 09/07/2014		SMM/EL	ADM	ADM
OS(G) Gen. Sec.	Overall discipline of the department. R&D, Record room, Upkeep of PCMM Office and Equipments, T&P etc, Procurement of Crockery, etc for official use of officers.		Secy/PCMM	ADM	ADM
	Right to information & Arrangement of all official functions		Secy/PCMM	ADM	Sales
	<b>GeM Services</b>		M	Sales	M
	<b>Creation of GeM ID and redressal of GeM</b>	AMM(G)			
	<b>Third Party Inspection</b>			EL	