

**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:**

Updated on 06.05.2025

P.Sec	Maj Grp	Items	AMM	SMM	Dy.	CMM
03	70,71,73,74,76,91 & 93	Hardware Brushes, Electrodes, Plywood, Non-Ferrous & Abrasives	G	ES&G	ADM	E&G
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	G	ES&G	ADM	E&G
05	83	Stationery, Printing Press performance,productivity-Technical Matters Printing of N.S. items, B&F items etc	ADM	P&S	ADM	ADM
06	45,46 &47	Gen.Electric items	G	ES&G	Sales	E&G
07	54,55 & 56	Signalling & Telecom Items.	Med	ES&G	Sales	Sales
09	31,32, & 35	EMU spares and insulating materials	M	M	M&D	M
10	40,41,42 & 43	Electrical General items	G	ES&G	Sales	E&G
11	65,66,67,	Plant & Machinery & their Spares,	M	P&S	M&D	M
13	-	Cash Purchase	ADM			
14	50,52 & 85	Signalling & Telecommunications , Bearings	Med	ES&G	Sales	Sales
15	30,33,36 & WTA items	Coaching items	M	M	CHG	M
16	10-15 (Alco)	Diesel loco items	EL	EL	EL	E&G
18	90	Steel items	M	M	CHG	M
22	23,25, 27 & 29	Electric loco items	EL	EL	EL	E&G
23	37,38,39, & springs	Wagon items and springs	M	M	CHG	M
24	80 & 92	POL, fuel	EL	EL	EL	E&G
26 and 27	60	Engineering items, 27 section deals with track machines	ADM	P&S	ADM	ADM
28	82	Medicines	Medical	M	M&D	M
29	82	Medicines	Medical	M	M&D	M
30	16-19	Diesel loco items (EMD)	EL	EL	EL	E&G

**The work of SMM/EL is being looked after by SMM/P&S.**  
**The purchase work of SMM/M&D (medical and Diesel sections) is looked after by SMM/M.**  
**GeM contract services dealt by CMM/Sales Dy.CMM/Sales and AMM/EL.**

### NON-Purchase Works:

Sec	Details	AMM	SMM	Dy.CMM	CMM
S3	Sale of Scrap items including Annual Contracts, Auctions, Survey Sheets, Extension in payment and delivery, Monthly Report to Board etc.	ADM	M&D	Sales	Sales
<b>Routine work of S3 section done by SMM/M&amp;D</b>					
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.	ADM	M&D	G	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.				
	Creation of Work charged post, (GAZ and Non GAZ), (Excluding Sales), Sanction Estimates and Provisions etc.				
	Creation of Work charged post, (GAZ and Non GAZ) Charged to sale estimate.				
	HQ establishment transfer and posting in HQ				
	Establishment and Administrative matters of district/division of requiring SAG approval.				
	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.		M&D	G	ADM
	Work Programme				
	Machinery & Plants, Tools & Plants				
	Training of Officers and Staff of HQ and Depots				
	Representation of Staff Unions				
	Parliament Questions, References from MPs/MLAs				
	Efficiency Shields for District/Divisions/Purchase Sections				
	HQ Awards				

(IC) under SV section	Inventory Control, Stores Budget, Liability, Sales to other Rlys. Review of Purchase Suspense, SINT.				
	Inactive/Surplus/Overstock items and its liquidation, Survey Committees for inactive items.				
	Mechanisation, Stocking proposals and Standardisation (Allotment of PL Nos), Issue of ARDs. & allotting consignee codes.				
	Policy (Purchase & Depot), Bill Forms etc, Foreign Exchange Allocation Issue of SI, JPO , Vigilance letters.				
S-IV	a) Registration of firms( New & Renewal) Land border replies , Bad performance of firms to be recorded and intimated to all. b) Confidential Section (Vigilance Preventive Check etc) c) Tender Opening, (L/T, Special L/T, ADVT tender etc) - IREPS				
Comp. Cell	ITS activities as mentioned in letter no .S/395/16/HQ Vol - I dated 09/07/2014				
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. & Arrangement of all official functions,				
	Right to information				
	Risk Purchase Cell - Risk Purchase recoveries and claims cases				
	<b>GeM Services</b>				
	<b>Creation of GeM ID and redressal of GeM</b>				
	<b>Third Party Inspection</b>				
			<b>M&amp;D</b>	<b>G</b>	<b>ADM</b>
			<b>M&amp;D</b>	<b>G</b>	<b>Sales</b>
			<b>M&amp;D</b>	<b>G</b>	<b>ADM</b>
			<b>M</b>	<b>Sales</b>	<b>M</b>
			<b>M&amp;D</b>	<b>G</b>	<b>ADM</b>
			<b>EL</b>	<b>EL</b>	<b>M</b>