

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

**Updated on 07.04.2026**

**GeM contract services are dealt by CMM/Sales, Dy.CMM/Sales, SMM/P&S and AMM/M. In terms of new office order GeM Services will be looked after by SMM/P&S.**

## NON-Purchase Works:

| Sec                                                   | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | AMM | SMM  | Dy.CMM | CMM   |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|--------|-------|
| S-III                                                 | Sale of Scrap items including Annual Contracts, Auctions, Survey Sheets, Extension in payment and delivery, Monthly Report to Board etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | M   | ---- | Sales  | Sales |
| <b>Routine work of S3 section done by SMM/M&amp;D</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |      |        |       |
| S-V                                                   | 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 | -    | G&ES   | 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 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. |     |      |        |       |
|                                                       | Work Programme                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     | -    | G&ES   | ADM   |
|                                                       | 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)<br>under<br>SV<br>section | Inventory Control, Stores Budget, Liability, Sales to other Rlys. Review of Purchase Suspense, SINT.                                                                                                                                                       | ADM |        |                 |              |
|                                | 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.<br>b) Confidential Section (Vigilance Preventive Check etc)<br>c) Tender Opening, (L/T, Special L/T, ADVT tender etc) - IREPS |     | -      | <b>G&amp;ES</b> | <b>ADM</b>   |
| Comp. Cell                     | ITS activities as mentioned in letter no .S/395/16/HQ Vol - I dated 09/07/2014                                                                                                                                                                             |     |        |                 |              |
| OS(G)<br>Gen.<br>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                                                                                                                                                                                                                                       |     | -      | <b>G&amp;ES</b> | <b>Sales</b> |
|                                | Risk Purchase Cell - Risk Purchase recoveries and claims cases                                                                                                                                                                                             |     | -      | <b>G&amp;ES</b> | <b>ADM</b>   |
|                                | <b>Creation of GeM ID and redressal of GeM</b>                                                                                                                                                                                                             | -   | SMM/EL | <b>G&amp;ES</b> | <b>ADM</b>   |
|                                | <b>Third Party Inspection</b>                                                                                                                                                                                                                              | DL  | -      | <b>EL</b>       | <b>M</b>     |