

DUTY LIST OF STORE OFFICERS OF STORES DEPARTMENT

**COS**

He is Chief Head of Stores Department at DMW, Patiala controlling all the activities of Purchase/ Non Purchase sections and Store Depots.

**CHIEF MATERIALS MANAGER**

He is overall controlling officer placed above all the five Dy. CMM's controlling their work which include the work of all Purchase Sections and Non-Purchase Sections (General Section 1 & 2), Depot-I & Depot-II Scrap Yard and Scrap Sale, M&P and Works Program for Stores Department.

**Dy.CHIEF MATERIALS MANAGER-I**

He is the controlling officer of Purchase Sections UPC-01 & UPC-11 where material procurement of items (casting & forging and steel) for LMS, items for CBS, furnishing and shell items for Diesel Electric Tower Car (DETC), M&P and its spares is done.

**Dy.CHIEF MATERIALS MANAGER-II**

He is the controlling officer of Purchase Sections UPC-21 & 22 where material procurement of Diesel and Electric loco items pertaining to TRS, ABS, Bogie Shop, Fasteners & Gasket items for Ph-II group of shops and allied BIM items for Zonal Rlys is done.

**Dy.CHIEF MATERIALS MANAGER-III**

He is the controlling officer of Purchase Sections UPC-20 & 12 where material procurement of Diesel and Electric loco items pertaining to PPS, LRS, ABS and allied BIM items for Zonal Rlys., Medicines, Oil & lubricants, safety items, Paint & Chemicals and Electrodes is done. He is also the controlling officer of all other non-purchase activities of the department including the general administration.

**Dy.CHIEF MATERIALS MANAGER-IV**

He is the controlling officer of Purchase Sections UPC-02 & 03 where material procurement of BHEL items and items required for TMS, all electrical items for Diesel Electric Tower Car (DETC), Tooling & Hardware items is done.

**Dy.CHIEF MATERIALS MANAGER-Depot**

He is the controlling officer of Depot Phase-I & Depot Phase-II and conducts Auctions for sale of Scrap. He controls all depot activities including Sale of finished goods & BIM items to other Railways and transportation contracts etc. besides general administration of both Depots.



#### **SENIOR MATERIALS MANAGER/P-I**

He is the in-charge of purchase sections UPC-01 & 11 under Dy CMM-I. He looks after the day to day working of the sections and compiles the agendas/positions for various meetings.

#### **SENIOR MATERIALS MANAGER/P-II**

He is the in-charge of purchase sections UPC-21 & 22 under Dy CMM-II. He looks after the day to day working of the sections and compiles the agendas/positions for various meetings.

#### **SENIOR MATERIALS MANAGER/P-III**

He is the in-charge of purchase section UPC-20 under Dy CMM-III. He looks after the day to day working of the sections and compiles the agendas/positions for various meetings. He is also the in-charge of Cash Imprest and General Section-II (G-II) comprising Policy Matters, Budget & Inventory Control, Establishment Matters of Staff, Day to day administration of COS Office, Railway Board matters, Compilation of Agenda for various meeting & conferences, PL Unification etc.

#### **SENIOR MATERIALS MANAGER/P-IV**

He is the in-charge of purchase section UPC-02 & 03 under Dy CMM-IV. He looks after the day to day working of the sections and compiles the agendas/positions for various meetings.

#### **SENIOR MATERIALS MANAGER/P-V**

He is the in-charge of purchase section UPC-12 under Dy CMM-III. He looks after the day to day working of the sections and compiles the agendas/positions for various meetings. He is also the in-charge of General Section-II (G-II) comprising Registration work, Raj-bhasha, Dak Section, Tender opening section/IREPS-IMMS, T&P items, matters pertaining to officers etc.

#### **SENIOR MATERIALS MANAGER/D-I**

He is the in-charge of Stores Depot-I under Dy CMM/Depot. He is responsible for recoupmnt, receipt, accountal and issue of the material, Disposal of Scrap though auction & Sale of finished material to other Railways, Local Purchase & arranging Truck/Wagons for dispatch and collection of materials to/from Other Rlys., local Purchase of Emergent small value items, compilation of the agendas/positions for various meetings and all other day to day work of Depot-I.

#### **SENIOR MATERIALS MANAGER/D-II**

He is the in-charge of Stores Depot-II under Dy CMM/Depot. He is responsible for recoupmnt, receipt, accountal and issue of the material, Sale of finished material and BIM items to other Railways, Local Purchase & arranging Truck/Wagons for dispatch and collection of materials to/from Other Rlys. , local Purchase of Emergent small value items, compilation of the agendas/positions for various meetings and all other day to day work of Depot-I.



**ASSTT. MATERIALS MANAGER/P-I**

He is the immediate in-charge of Purchase sections UPC -01 & 11 under Dy CMM-I. He assists in day to day working of the sections and provides all requisite feedback/positions for various meetings/agendas. He also looks after ireps/iMMS related work of the department (besides AMM-III).

**ASSTT. MATERIALS MANAGER/P-II**

He is the immediate in-charge of Purchase sections UPC -21 & 22 under Dy CMM-I. He assists in day to day working of the sections and provides all requisite feedback/positions for various meetings/agendas.

**ASSTT. MATERIALS MANAGER/P-III**

He is the immediate in-charge of Purchase sections UPC -20 & 12 under Dy CMM-I. He assists in day to day working of the sections and provides all requisite feedback/positions for various meetings/agendas. He also looks after ireps/iMMS related work of the department (besides AMM-I). He is also the immediate in-charge of G-I and G-II sections.

**ASSTT. MATERIALS MANAGER/P-IV**


He is the immediate in-charge of Purchase sections UPC -02 & 03 under Dy CMM-IV. He assists in day to day working of the sections and provides all requisite feedback/positions for various meetings/agendas.

**ASSTT.MATERIALS MANAGER/D-I**

He is the immediate in-charge of Depot PH-I under Dy CMM/Depot. He looks after all routine work of receipt section, ledger section and stocking wards. He also look after all routine work of scrap yard (except survey related work), inventory related work of stocking wards/ledger section, dispatch of finished products to other Railways and all depot related work.

**ASTT.MATERIALS MANAGER/D-II**

He is the immediate in-charge of Depot PH-II under Dy CMM/Depot. He looks after all routine work of Receipt section, Ledger Section and Stocking Wards. He also look after all routine work of inventory related work of stocking Wards/Ledger Section, dispatch of finished products to other Railway, and all depot related work.

  
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