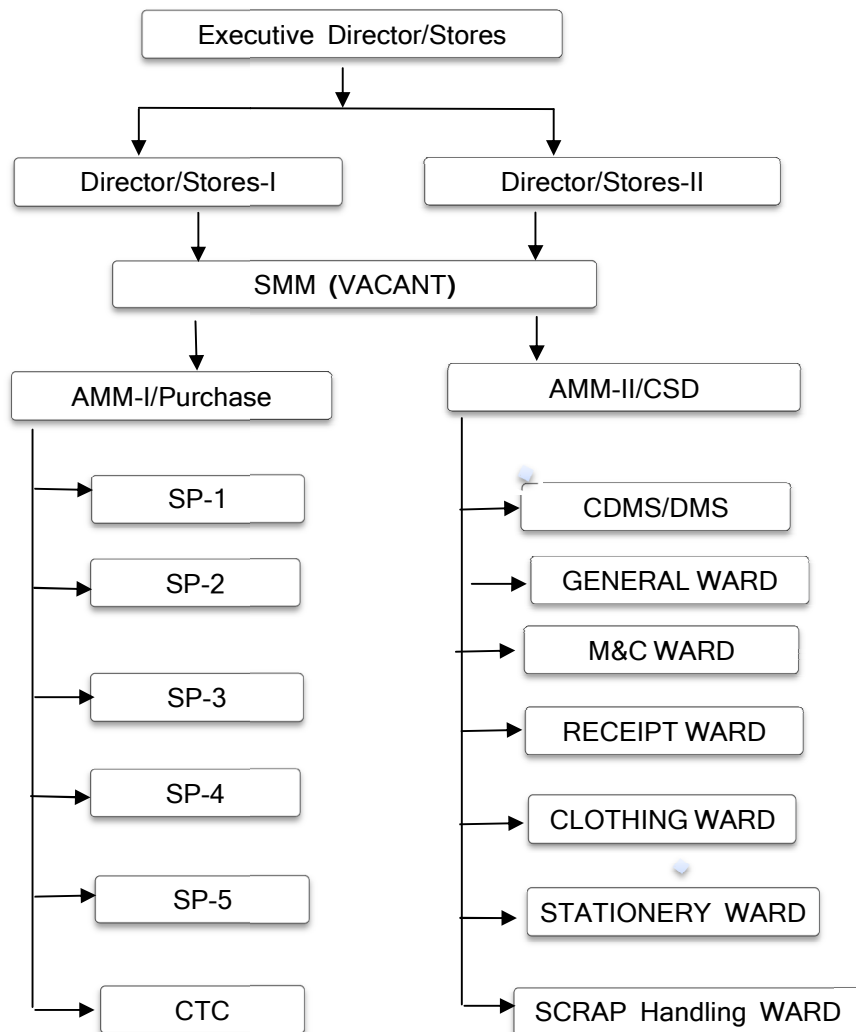


Organization Chart of Stores Directorate



Functions and Duties of Stores Officers and Staff

1	ED/Stores
	<p>a Overall administrative & technical supervision of Stores Dte.</p> <p>b Procurement of item by (i) accepting Tender Committee (TC) recommendation of JAG level. (ii) acting as Stores member at SAG level TC as per SOP.</p>
2	Director/ Stores-I
	a Overall supervision of purchase office of Stores directorate.
	b Initiation of purchase and post contract work of various directorates as per order.
	c Procurement of stock/Non stock items by (i) accepting tender cases in his power of acceptance as per SOP. (ii) acting as stores member of tender committee cases as per SOP.
d Survey of Scrap Items for various directorates as per order.	

	e	Establishment work of Group C and D.
	f	PCDO to Rly. Board, other periodical reports, ISO, RTI, Receipt and dispatch, Rajbhasa, Training and meetings Nodal PIO for Stores Dte.
3		Director/Stores-II
	a	Initiation of purchase and post contract work of various directorates as per order.
	b	Procurement of stock/Non stock items by (i) accepting tender cases in his power of acceptance as per SOP. (ii) acting as stores member of tender committee cases as per SOP.
	c	Survey of Scrap Itemsvarious directorates as per order.
	d	Policy matters, Website related work, e-procurement and CPP,CTC, Sales Tax.
	e	Overall Supervision of Stores Depot.
	f	To arrange identification, collection and disposal of scrap by sending it toN.Rly,Alambagh Depot, LKO.
4		SMM
	a	Initiation of purchase and post contract work of various directorates as per order.
	b	Procurement of stock/Non stock items by (i) accepting tender cases in his power of acceptance as per SOP. (ii) acting as stores member of tender committee cases as per SOP.
	c	To perform various other functions of Materials Management including e-procurement, Reverse Auction, computerization.
5		AMM-I
	a	Supervision of Purchase office of Store Dte. for all sections SP-1 to SP-5, CTC, Receipt and Dispatch.
	b	To arrange procurement of stock and non-stock items as per SOP.
	c	To perform various other functions of Materials Management including e-procurement, Reverse Auction, computerization.
	d	Tender opening of all tender cases.
6		AMM-II
	a	Supervision &in charge of Stores depot.
	b	To arrange availability of stock items.
	c	Local purchase of petty stock and non stock items valuing less than 10,000/- .
	d	To arrange inspection of all stock items received from suppliers.
	e	Identification, collection and disposal of scrap by sending it toN.RlyAlambagh Depot, LKO.
	f	To carry out duty of AMM-I in his absence.
7		SP-1
		Responsible for procurement of stationary items, furniture, clothing and civil maintenance items in general and for items as assigned from time to time.post contract work, return of Security deposit, floating & uploading of Limited/Bulletin on IREPS and RDSO website,submission monthly statements including customs duty/excise duty, MSEs etc.
8		SP-2
		Responsible for procurement of electronic & electrical/ telecom maintenance spares in general & for items as assigned from time to time, post contract work, return of Security deposit, floating &uploading of Limited/Bulletin on IREPS and RDSO website, submission monthly statements including customs duty/excise duty, MSEs etc.
9		SP-3
		Responsible for procurement of high value items through OpenTender& Global Tender, post contract work,return of EMD for successful tenders, floating & uploading of Limited/Open and Global tenders on RDSO website, CPP portal. Responsible for submission of monthly statements including customs duty/excise duty, marine insurance claims, MSEs etc.
10		SP-4

	Responsible for PCDO to Rly Board, other periodical reports, ISO, RTI, Receipt and dispatch, Rajbhasa, arrange Training and meetings for Stores Dte, policy matters, establishment matters, budget, ISO, tender sale, upkeep of office and other general works related to Stores directorate. Responsible for receipt and dispatch of all documents and files. Receipt and passing of advertising bills.
11	SP-5
	Uploading of all orders valuing more than 10,000/- to RDSO website, registration of all demands, issue of Road permit and sales tax related all works.
12	CTC
	Responsible for opening of all types of tenders in the presence of SO/Accounts and AMM, preparation of rate tabulation statement for tenders and processing of tender cases to indenters and to accepting authority, safe custody of cost of bid documents/EMD, sending these to finance and return of the same to firms. .
13	CDMS/DMS Stocking Wards
	All DMSs of Stocking Wards are responsible for recoupment, receipt accountal, issue & safe up-keep of stock items.
14	CDMS/DMS/Scrap
	Responsible for identification, collection and transportation of scrap arising of RDSO to Alambagh depot of Northern Railway for disposal.
15	DMS/LP
	Responsible for local purchase of stock & non-stock items valuing less than 10,000/- .