

| ITEM NO | DESCRIPTION   | REMARKS  |
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| 4(b)(i) | Particulars of <a href="#">Organization, functions and duties</a> | <p><b><u>Organization structure:</u></b></p> <p><b>Functions and duties of Stores Department:</b></p> <p>(a) <b>Headquarter:-</b> Planning and Procurement of stock and non-stock items. Monitoring of scrap disposal and inventory control. Vendor registration.</p> <p>(b) <b>Depots:-</b>Receipt, accountal, stocking and distribution of stock items to its consignees. Small value purchase in emergencies.</p> <p>(c) <b>Divisions :-</b>Identification and Mobilization of scrap. Small value purchases for local requirements.</p> <p>(d) Supply of Uniforms to the Railway staff.</p> <p>(e) Arrangement of stationery items.</p> <p><b>General Stores Depot:</b></p> <p>There are three General Stores Depots, located at Bilaspur, Raipur and Nagpur, for serving the requirement of Railway stations and small consumers, imprest holders etc. in the divisions.</p> <p><b>Divisional setup:</b></p> <p>In addition to these Depots, Divisional Stores organizations are functioning in each division under the administrative control of Senior Divisional Materials Managers (Sr.DMM) for assisting the Divisions in Stores matters and to liaison with COS Office. Besides, these Divisional setups also arrange small value purchases and monitor supply of Uniforms to staff.</p> |

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|          |  | <p><b>Workshop Stores Depots :</b></p> <p>Depots are attached with Work-Shopsto cater to the material requirement of workshops. They are located at RWSS, Raipur andMotibagh, Nagpur</p> <p><b>Stores Depots attached with Loco Sheds/Wagon depots:</b></p> <p>Diesel and, Electric Loco sheds have Stores Depots attached with them to meet their material requirements.Following are the depots attached with Diesel and electric loco sheds-</p> <p>Diesel Loco stores Depot Raipur,</p> <p><b>EMD Loco stores Depot, Raipur;</b></p> <p>Diesel Loco Stores Depot (NG), Nagpur.</p> <p>Electric Loco Stores Depot Bhilai.</p> <p>Similarly for maintenance requirement of wagons is met through ROHStores Depot, Bhilai</p> |
| 4(b)(ii) | Power and duties of officers and employees | <p><a href="#">Schedule of Power</a>and duties of officers ( <a href="#">Work Distribution amongst HQ Stores Officers 26.04.2016.pdf</a> ) and ( <a href="#">Work Distribution amongst HQ Stores Officers dated 13.07.2016.pdf</a>) and employees is available in SECR web site</p>  |