



MATERIALS MANAGEMENT DEPARTMENT

Duty List of Executives in Materials Management Department (Corporate Office)

I) **DY. CHIEF MATERIALS MANAGER / CO-ORDINATION (DY.CMM/CO)**

1. General –

The Dy. Chief Materials Manager / Co-ordination shall responsible for Procurement of Mechanical and General Items.

2. Purchase work –

- Procurement of all items of Mechanical and General Items including GeM Procurement.

3. Disposal of Scrap –

- Sale of Scrap Items, Survey Committees for Inactive items, sale to other Railways. Sale of Scrap items acceptance of survey sheet, E-auctions, Extension in payment & Delivery etc.

4. Essential Duties –

- MSME Procurement Data updating on Govt. Portal MSME Samadhaan, MSME Sambandh.
- KRCL Website – MMD Data Updating.

5. Non- Purchase work –

- Co-ordinating officer for MAO Stores Depot for all issues like – Inventory Control, Stores Budget, Liability, Inactive / Surplus / Overstock Items and its liquidation. Review of Purchase Suspense. Sample Room, R&D, Record Room.
- Upkeep of COS office & Equipment, T&P etc. Maintenance of office equipment.
- Co-ordinate with IT Department for upgradation of the SI Module. This will include revamp of Stores Module to include inventory and stock maintenance of all items, automation of indents and purchase orders to vendors, computerization of depot registers and other such improvements to include all necessary features of standard ERPs as SAP for the Material Management System

6. Any other works assigned from time to time by the controlling officer and other higher officials.

II) DY. CHIEF MATERIALS MANAGER / PROJECT (DY.CMM/P)

1. General –

- The Dy. Chief Materials Manager/Project shall responsible for Procurement of Engineering, Electrical. Signal & Telecommunication and Information Technology and all Project Items.

2. Purchase Work -

- Procurement of all items of Engineering, Electrical. Signal & Telecommunication and Information Technology and all Project Items.

3. Essential Duties –

- In-charge of Establishment matters, Transfers and Promotions, Reception counter, PNM Items. Railway Board, Audit, Vigilance related matters.

4. Non- Purchase work –

- Co-ordinating officer for RN Stores Depot for all issues like – Inventory Control, Stores Budget, Liability, Inactive / Surplus / Overstock Items and its liquidation. Review of Purchase Suspense. Sanctioned estimates & Sale estimate.

5. Any other works assigned from time to time by the controlling officer and other higher officials.

III) SENIOR MATERIALS MANAGER / Mechanical (SMM / MECHANICAL)

1. General –

The Senior Materials Manager/Mechanical shall report to DY.CMM/Elect and shall responsible for Procurement of Mechanical and Disposal of Scrap.

2. Purchase Work –

- Procurement of all items of Mechanical including GeM procurement.

3. Disposal of Scrap –

- Sale of scrap Items including annual contracts. Survey Committees for Inactive items, sale to other Railways. Acceptance of survey sheet, E-auctions, Extension in payment & Delivery etc.

4. Non – Purchase work –

- Rajbhasha. Parliament Question, References from MPs/MLAs, Minister References.

5. Any other works assigned from time to time by the controlling officer and other higher officials.

IV) ASSISTANT MATERIALS MANAGER / ELECTRICAL (AMM / ELECTRICAL)

1. General –

The Assistant Materials Manager/Electrical shall report to DY.CMM/P and shall responsible for Procurement of Electrical, IT, S&T Items and Project Items.

2. Purchase Work –

- Procurement of all items of Electrical, IT and Signal and Telecommunication Items including GeM procurement. Project items of Electrical, S&T, Mechanical and IT.

3. Non – Purchase work –

- Vendor Registration of Firms – New & Renewal

4. Any other works assigned from time to time by the controlling officer and other higher officials.

V) ASSISTANT MATERIALS MANAGER / ENGINEERING (AMM / Engineering)

1. General –

The Assistant Materials Manager/Engineering shall report to DY.CMM/CO and DY.CMM/P and shall responsible for Procurement of Engineering, Mechanical open line, General Items and Engineering Project items.

2. Purchase Work –

- Procurement of all items of Engineering, open line Mechanical and General Items including GeM procurement. Procurement of Engineering Project item.

3. Any other works assigned from time to time by the controlling officer and other higher officials

Duty List of Executives in Materials Management Department of Depot Officers at (Ratnagiri and Madgaon)

DY. CHIEF MATERIALS MANAGER / RATNAGIRI (DY.CMM/RN) AND DY. CHIEF MATERIALS MANAGER / MADGAON (DY.CMM/MAO)

1. General

Dy. Chief Materials Manager / MAO as a Branch Officer responsible for managing the Stores Depot activities, procurement activities and scrap disposal activities in the respective region.

2. Purchase Work:

- Managing timely procurement, Local Purchase up to Rs. 50,000/-including procurement through GeM, imprest purchase, coordinating with CO for procurement of items costing more than Rs. 50,000/- and through GeM upto Rs.2 lakhs.
- Managing the inventory related activities, receipt and acceptance of the materials received against CO and local purchase orders and timely payment of suppliers bills.
- Co-ordinating with Survey Committee members for arranging survey of scarp/condemned/surplus materials of Karwar region and preparation of survey sheets.
- Managing disposal of scrap including scrap survey, local sale up to Rs. 25,000/- & scrap delivery activities.

3. E-Auction:

- Managing **20 E-auction** valuing Rs.15 cr. to 20 cr. yearly.

4. Non-Purchase Works:

Submitting various reports including weekly reports like MSME, TreDs, GeM etc., monthly reports like MCDO, MSME report etc. Half yearly, yearly Inventory balances. material statements, audit replies.

- 5.** Any other works assigned from time to time by the controlling officer and other higher officials.

Looking after arrangement amongst MMD/CO officers –

In absence of	To be looked by
DY.CMM / Co-ordination	DY.CMM / Project
DY.CMM / Project	DY.CMM / Co-ordination
SMM / Mechanical	AMM / Engineering
AMM / Engineering	AMM / Electrical
AMM / Electrical	SMM / Mechanical

Looking after arrangement amongst Depot Officers at RN and MAO –

In absence of	To be looked by
DY.CMM / RN	DY.CMM / MAO
DY.CMM / MAO	DY.CMM / RN

All the Executives shall perform any other duty/work assigned by COS from time to time including emergency items required for train operation or required by CMD Cell/ Directors irrespective of duty list mentioned above.