



South Eastern Railway

Office of the  
Principal Chief Materials Manager  
Garden Reach, Kolkata-43

No.GENL (POLY)/2/2021/05

Dated: 07/04/2021

SUB: Work Distribution of Stores Officer at HQ

REF: E-office File No.SER/HQ-STOR0GENL (POLY)/2/2020-GENL SEC/PCMM/GRC

*The distribution of work among Stores Officers at HQ, Territorial JAG/SAG level HQ Officers for looking after fields units and nomination of 1<sup>st</sup> and 2<sup>nd</sup> standby officers of Dy. CMMs, SMMs & AMMs of HQ/GRC afresh is as following, superseding all the earlier order in this respect, as approved by the competent authority. However, tender opened till 05/04/2021 will be dealt and finalized by officer dealing with the same prior to this order.*

PURCHASE	JS	SS	JAG	SAG
(10-19) Diesel Loco Components	AMM/LOCO	SECY TO PCMM*	DY.CMM/LOCO	CMM/LOCO
(20-29) Electric Loco Components	AMM/LOCO*	SECY TO PCMM	DY.CMM/LOCO	CMM/LOCO
GeM Service Contracts	AMM/LOCO	SECY TO PCMM*	DY.CMM/LOCO	CMM/LOCO
(30-36) Carriage Components (Including Gr.31 (EMU Spares)	AMM/C&W	SMM/P/C&W*	DY.CMM/CHG	CMM/M
Gr.37-39 (Wagon items) & all WTA items	AMM/C&W*	SMM/P/C&W	DY.CMM/WAGON	CMM/M
(40-49) General Elect. Items and Elect. Traction and accessories	AMM/G	SMM/P/G*	DY.CMM/ET	CMM/S&T
(50-59) Signal & Telecom Components	-	SMM/P/C&W*	DY.CMM/S&T	CMM/S&T
(60-69) General items, M&P items,	AMM/G	SMM/P/G*	DY.CMM/ET	CMM/LOCO
(70-79) Hardware, Furniture & Clothing items	AMM/G	SMM/P/G*	DY.CMM/ET	CMM/S&T
80-89,(90-91) Steel, Ferrous & Non-ferrous items, 92,93	AMM/G*	SMM/P/G	Dy.CMM/WAGON	CMM/SALES
82- All Medical procurement including medicines.	AMM/CH*	-	DY.CMM/CH	CMM/M
(83C) Computers & IT Consumables	AMM/C&W*	SMM/P/C&W	DY.CMM/S&T	CMM/S&T
3 <sup>rd</sup> member of all Engg. Department TC	NIL	SMM/P/G	DY.CMM/ET	CMM/SALES

NON-PURCHASE SECTION	JS	SS	JAG	SAG
<b>PCMM Secretariat</b>	PS TO PCMM*	Secy to PCMM	-	CMM/LOCO
<b>ADMN – Stores Establishment</b>  Officers Training and seminar in India and abroad , Staff training, Transfer Order, All EOL sanction memorandum, Election duty nomination, Promotion related issues, Communication related quarter allotment, Memorandum or application for compassionate appointment, Charge relinquish, Charge report, Posting, Transfer request, All agenda, Communication approval for work study, vacancy bank, Creation of post, Surrender of post, All non-gazetted cadre related correspondence/order/ position (HQ& field), Cadre report, Seniority list, Muster roll, leave record, staff attendance, Sanction of post, restructuring order, career profile, IRCMS, Railway board's queries and replies, Union related letter PNM, Sending communication to Dy.CPO(GAZ), Circulars & circular RB, CPO, Local, Different advances like computer, motorcycle etc., Passport/VISA, Vigilance clearance,	NIL	SMM/P/C&W (GAZ Matters)	DY.CMM/CHG* (GAZ Matters)	CMM/M (GAZ Matters)
	NIL	SMM/P/C&W (Staff Matters)	DY.CMM/S&T* (Staff Matters)	CMM/S&T (Staff Matters)

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retirement, no objection, Foreign leave, Extension of Work charge post both GAZ & Non-GAZ, Construction estimate and sales estimate, scout, sports, Civil Defense, I-card, medical card, Pass, leave encashment, Gr.-D related matters etc. and all works allotted to FNS for ADMN(S) or Establishment section.				
<b>Enlistment and vendor registration</b>	NIL	NIL	Dy.CMM/ET*	CMM/S&T
<b>GENERAL SECTION (Except Enlistment, Policy) –</b> Cash Purchase, Proposal & procurement of Office Equipment, Maintenance of vehicles. Receipt & Despatch (Except Enlistment, Policy), Swatch Bharat, Rajbhasha, Record Weeding, Upkeep of Office, Parliamentary Questions. House keeping. All works allotted in FNS of General Section (Except Establishment & Policy)		Secy. to PCMM	DY.CMM/LOCO *	CMM/LOCO
<b>IT CELL, GEM miscellaneous activities</b>	NIL	SMM/P/C&W	DY.CMM/S&T*	CMM/S&T
<b>COURT, ARBITRATION &amp; AUDIT CELL</b> COURT CELL, ARBITRATION & AUDIT CELL, RTI, CPGRAM.	NIL	SMM/P/G	DY.CMM/S&T*	CMM/S&T
<b>SALES SECTION</b> All sales related matter including scrap sale meeting. Scrap Mapping & mopping and all work allotted in FNS under sale section.	NIL	SMM/P/G	DY.CMM/ HQ*	CMM/SALES
<b>GENERAL SECTION – POLICY Matter</b> GENERAL SECTION – POLICY Matter (i) Organizational Structure and duty list of SER Stores Officers (ii) Depot/Divisional policy related to Stores matter (iii) General policy for PCMM Office (Excluding Sales and IT related matter) (iv) GeM Policies – Filing, JPO, Amendment (v) Railway Board Policies	NIL	SMM/P/C&W	DY.CMM/CHG. *	CMM/S&T
<b>IC CELL + eMCDO</b> Inventory control. PACE, DASH Board, M&P Programme, Works review, ISO, Inspection Note (GM & RB etc.), Progress Cell, Stock sheet, PL unification monitoring, punctuality meeting position & arranging of POM/DOM meeting. eMCDO and all works allotted in FNS of IC Cell. Budget.	NIL	Nil	DY.CMM/IC*	CMM/SALES

Controlling Officer for General Section will be Dy.CMM/Loco on staff matter.

(\*) These officers will be Officer In charge of respective purchase Section and will monitor the activities/ items of the respective Purchase section.

**Nomination of 1<sup>st</sup> & 2<sup>nd</sup> Stand-by Officer of Dy. CMMs, SMMs & AMM of HQ/GRC**

SL.	IN ABSENCE OF	1 <sup>ST</sup> STAND-BY	2 <sup>ND</sup> STAND-BY
1	CMM/M	CMM/S&T	CMM/SALES
2	CMM/S&T	CMM/M	CMM/LOCO
3	CMM/SALES	CMM/LOCO	CMM/M
4	CMM/LOCO	CMM/SALES	CMM/S&T
5	DY. CMM/LOCO	DY.CMM/ET	DY.CMM/Chg
6	DY.CMM/WAGON	DY.CMM/CHG	DY.CMM/LOCO
7	DY.CMM/Chg	DY.CMM/WAGON	DY.CMM/HQ
8	DY.CMM/ET	DY.CMM/S&T	DY.CMM/WAGON
9	DY.CMM/S&T	DY.CMM/ET	DY.CMM/WAGON
10	DY.CMM/HQ	DY.CMM/ET	DY.CMM/Chg
11	DY.CMM/IC	DY.CMM/S&T	DY.CMM/HQ
12	DY.CMM/CH	DY.CMM/CHG	DY.CMM/LOCO
13	DY.CMM/CONST	DY.CMM/LOCO	DY.CMM/ET
14	Secy. to PCMM	SMM/P/G	SMM/P/C&W
15	SMM/P/C&W	SECY TO PCMM	SMM/P/G
16	SMM/P/G	SMM/P/C&W	SECY TO PCMM

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17	AMM/G	AMM/C&W	AMM/LOCO
18	AMM/LOCO	AMM/G	AMM/C&W
19	AMM/C&W	AMM/LOCO	AMM/G
20	AMM/CH	AMM/C&W	AMM/LOCO

**Territorial JAG/SAG Level HQ Officers looking after Field Units**

DEPOTS & DIVISIONS	TERRITORIAL CO-ORDINATING JAG OFFICER AT HQ	TERRITORIAL HOD AT HQ
CKP Division	DY.CMM/LOCO	CMM/S&T
RNC Division	DY.CMM/ET	CMM/SALES
ADRA Division	DY.CMM/WAGON	CMM/SALES
KGP Division	DY.CMM/HQ	CMM/S&T
KGP Workshop	DY.CMM/Chg	CMM/M
GSD KGP	DY.CMM/S&T	CMM/S&T
Scrap Depots at GSD/KGP	DY.CMM/HQ	CMM/SALES
SINI Workshop	DY.CMM/HQ	CMM/M
EMU/TPKR	DY.CMM/CHG	CMM/M
ELS/SRC	DY.CMM/LOCO	CMM/G
ELS/BNDM	DY.CMM/LOCO	CMM/G
ELS/BKSC	DY.CMM/LOCO	CMM/G
ELS/TATA	DY.CMM/LOCO	CMM/G
DLS/KGP	DY.CMM/LOCO	CMM/G
DLS/BKSC	DY.CMM/LOCO	CMM/G
DLS/BNDM	DY.CMM/LOCO	CMM/G
CD/SRC	DY.CMM/Chg	CMM/M
ELS/ROU	DY.CMM/LOCO	CMM/G
GSD/TATA	DY.CMM/WAGON	CMM/M
ROH/BKSC, BNDM	DY.CMM/WAGON	CMM/M

**Note:**

- Coordinating officer in JAG/SG at HQ will periodically review the performance of Depot/Division from IMMIS/IREPS. Any assistance required by Division/Depot in HQ can also be intimated to coordinating officer in HQ for monitoring and speedy disposal. However, file need not be routed through them if concerned dealing section is not under them.
- Coordinating officer JAG officer at HQ shall inspect the Depot/Division (minimum one inspection in a month). They shall also nominate Senior Scale/Junior Scale Officer working under them to inspect Depot/Division (minimum one inspection per month).
- Coordinating SAG officer shall inspect minimum once per month.
- Depot/Division officer and Coordinating officer shall maintain close liaison between them and update about the task and target assigned by HQ.
- Mapping & Mopping of scrap will be coordinated by the territorial coordinating JAG and they will keep record and close liaison with the Division/Depot.

Controlling Officers of Different Officers at HQ will be as per following.

JS	SS	Dy.CMM	CMM
AMM/LOCO	SECY TO PCMM	DY.CMM/LOCO	CMM/LOCO
	SMM/P/C&W	DY.CMM/CHG	CMM/M
AMM/C&W		DY.CMM/WAGON	CMM/M
	-	DY.CMM/S&T	CMM/S&T
	SMM/P/G	DY.CMM/ET	CMM/S&T
AMM/G		Dy.CMM/HQ	CMM/SALES
		Dy.CMM/IC	CMM/SALES
AMM/CH	-	DY.CMM/CH	CMM/S&T
		DY.CMM/CON	CMM/LOCO

**Authority:** Note No. 113 of e-office file no.SER/HQ-STOR/GENL(POLY)/2/2020-GENL SEC/PCMM/GRC

This is for immediate compliance.