

The Material Management department has a very important role to play in the growth of division. Divisional Material Management department mainly aims at ensuring the availability of materials against stock and non-stock requisitions.

ORGANISATION STRUCTURE



As per recommendation of Railway Reform Committee, Divisional Stores Organization has been set up on Division with the object to ensure uninterrupted availability of material required by various departments for day to day operation and maintenance of railway network.

To fulfill the material requirement of all departments, Material Management department works with following objectives: -

1. To ensure uninterrupted availability of materials to all consignees of all departments.
2. To assess the requirement of stock item and make them available in stock.
3. To liaise with COS office and General Stores Depots on issues related to material supply to Divisional consignees.
4. To place indent and distribute uniforms, stationary, Books and forms items to the various consignees scattered over the division.
5. To mobilize scrap & get offered by the division to HQ and its disposal.
6. To render assistance to users for material related problems.

The duties of various sections/branches controlled by DMM are Summarized Below:-

1. GENERAL BRANCH

This is the General Administrative Branch of Divisional Office. The Duties of this branch includes:

- Receipt and dispatch of posts and files.
- Monitoring the reply and compliance of important letters, Inspection notes, MP/MLA's Letters etc.
- To deal with T&P items related issues, vehicle imprest and repairing, Vehicle hiring for specific occasions etc.
- Supply of Books and forms, stationary to Divisional office.
- Maintenance of office Cash Imprest, entrainment expenditure etc.
- Other miscellaneous works.

2. LOCAL PURCHASE CELL: -

This is the Purchase Branch of Divisional Office. The Duties of this branch includes: -

- Local Purchase of non-stock items against indents placed by Divisional consignees within delegated purchase powers under SOP Part 'F'
- To place Purchase Orders on DGS&D Rate contract as per Powers delegated under SOP Part 'F'

3. UNIFORM CELL: -

This cell's Duties include timely collection of requirement of uniform from field units, compilation and place consolidated indents for supply of uniforms to all staff according to their entitlement as per Ministry of Railways Dress Regulations 2004.

4. DIVISIONAL STORES DEPOT

Divisional Stores Depot is the field unit of Material Management Department. The Duties of depot includes:

- Stocking of Certain Stock Items and issue them as per requirement.
- Distribution of Kerosene and Consumable items to All Stations.
- Collection and Distribution of Imprest items to all Imprest holders.
- Collection and Distribution of Uniform, Stationary, Books and Form items to consignees.

5. HOUSE KEEPING CELL

This cell is known as janitor staff. This cell is responsible for daily cleaning and moping work of Divisional Office and handling of material and other articles as per need.