

**NORTH EASTERN RAILWAY****STORES DEPARTMENT****ESTABLISHMENT SECTION**Office of the
Principal Chief Material Manager, Gorakhpur

No. S/E/545/0/1

Dated : 18.04.2023

Sub: Work distribution of Purchase/Non-Purchase Section of PCMM Office.

In supersession to all previous orders the revised distribution of Purchase/Non-Purchase work in PCMM office is issued as under, with approval of PCMM.

Section	Works	AMM	SMM	Dy. CMM	CMM
General	Housekeeping, T&P (except computers items), Stationery, Record Room, LP	IC	---	IC	E
Progress	PCDO/MCDO, Audit Arbitration & Court Cases (compilation), MP/MLA references, Parliamentary Questions, Railway Board/GM Statements and Report Statistics	IC	---	IC	E
PL	PL allotment, PL unification	IC	---	IC	E
Budget	Distribution of Grant, Fund certification, Expenditure control, Numbering of PO	IC	---	IC	E
IC	Inventory management, Exception reports, Inactive/Surplus of other Railways.	IC	---	IC	E
Dak	Receipt & Dispatch	IC	---	IC	E
Establishment	Implementation of NEW APAR system, HRMS, Leave Attendance (Gr. C & Gr. D), Work-charge post, Transfer & posting, Promotion, Pass, PTO, Establishment policy, Award, Training, Rajbhasha, Quarter PNM	IC	Secy to PCMM	IC	E
Sale	Approval of Survey-sheets, Auction schedule, Scrap Policy, Scrap Mobilization, Periodic reports and statement of Scrap.	C&W-2	SMM/II	IC	G
Policy	SOP, Purchase Policy (RB, NER)	G	SMM/II	IC	C
RTI	RTI, Public Grievances	G	SMM/II	IC	C
Computer	IMMS, IREPS, UDM, e-office. Consignee Code allotment, Website Maintenance of computer and their Peripherals, T&P (Computer)	IC	---	IC	E
Tender	Opening of tenders, Tender position, Tender Notice, Sample Room	C&W-2	---	IC	E
Registration	Vendor Registration, Approval lists & letters, Banned firms, Vendor Catalogues.	C&W-2	SMM/II	C&W	C
P-21	Gr. 80 POL Gr.85 Bearing, Gr. 92 Petrol, D/oil, Foundry Coke. & Gr. 67 Trolley etc.	---	SMM/III	G	G
P-25	Gr.10,12, DMW Indent Item, BHEL Item				
P-32	HHP Loco. Gr. 16,17,18, 19 & Indent Item.				
P-29	Sig. & Tele Item. Gr. 50,54,56.	EST	Secy to PCMM	EST	E
P-30	Elect. Item Gr. 40,41,42,45 & 49				
P-33	TRD Item Gr. 46				
P-26	ONLY Engg. Track Items	EST	SMM/III	EST	C
P-22	C&W Item. Gr. 30 to 39 & Indent Item	C&W-2	SMM/II	C&W	G
P-23	Steel Item Gr. 90, 91 & Indent Item				
P-26	General Items, EXCEPT Engg. Track Items, P Way stores, Engg. M.P. Pipe, Pipe fittings, Hardware, Brushes, Rubber sheets Rubber items Crockery. Gr.70,71,72,73,74,75 78. Non stock Items.	EST	Secy to PCMM	G	C
P-28	Paint, Electrodes, Medical, Chemicals, Stationary, Stationary Printing, Cleaning Item Clothing, Bed Roll Item, Fire Extinguisher & Foundry Item Gr.76, 77, 79, 81, 83, 84 & 86	G	Secy to PCMM	G	C
P-24	Elect. Loco Items Gr.20,23,25,29 & Non Stock	IC	SMM/III	EST	G
P-35	DSL Loco Items Gr.11,15	---	SMM/III	G	G
Gem	Purchasing of Goods Through GeM Value Rs. 25000/- (Non Stock)	EST	-	-	-

(प्रगति कुमार)

उप मुंडाप्रो/आईसीओ

CC: All Stores HQ/Depot/Division Officers.