

List of files dealt in COS office

Estt. section

- 1- LVkj vf/kdkjh@dMj LV3/eW
- 2- HkMkj foHkx ds vf/kdfj; ka dk if{k.k
- 3- Tku ifjonuk ekeyka dh I apdk
- 4- jktif=r vf/kdfj; ka dk dMj ds I EclU/k ea
- 5- I ok fuor okys depkfj; ka dk 'ki Fk i = LohNr , oa vxal kfjr djus ds I EclU/k ea
- 6- vf/kdkfj; ka ds odpktz ins ds vof/k foLrkj I s I EclU/kr Kki u
- 7- I rdrk tkp grqHkst tkus okys i =
- 8- ubziaku ik. kkyh I s I EclU/kr , uih, I th MKVk ds I EclU/k ea
- 9- egk izU/kd I rdrk I s I EclU/kr i=kpkj
- 10- xii ch vf/kdkfj; ka dk if{k.k
- 11- yfEcr Mh, vkj dd ka ds I EclU/k ea
- 12- foHkxh; @jyifj "kn@vU; foHkxka dk vknsk@I akksku@I jdyj forfjr djuk
- 13- vuqkkl fud dk; Bkgh I s I EclU/kr i=kpkj
- 14- vkajl ht Vfuaq Qkj vuqkx i zku
- 15- vumskd@HkMkj in I tu@in ifjoru I s I EclU/kr I apdk
- 16- Creation post CMM stores
- 17- eq; I kexh izU/kd@fo0; ds in I s I tu dk iLrko
- 18- mieq; I kexh izU/kd@fo0; AA in ds I tu dk iLrko
- 19- I Hkh fMi ks@id @fuekz.k , oa vfrfjDr bdkb; ka ea dk; jr depkfj; ka ds fo#) vuqkkl fud ekeyka I s I EclU/kr
- 20- Mh, e, I ijh{k.k
- 21- dkV@vfkV u dd st
- 22- dk; ky; ds rih; Jskh , oa prfkz Jskh depkfj; ka dk ifrfnu mi fLFkr@vuq fLFkr dk dk; z
- 23- Hkfud dk; ky; dk ekf d vuq fLFkr
- 24- Vh, Mhd prfkz Jskh 1/2
- 25- Ikl ji hvhka dk; ky; ds rih; Jskh , oa prfkz Jskh depkfj; ka dks; kx; rk vuq kj tkjh djuk
- 26- e/y ikl] dkMZ ikl rFkk Ldny ikl dk; ky; ds vf/kdfj; ka dks tkjh djuk
- 27- vf/kdfj; ka dk C; fDrxr Qkbz
- 28- vf/kdkfj; ka , oa depkfj; ka dh NqVV; ka dk vfHkyqk
- 29- ikl dk fefl y
- 30- Man Power planning
- 31- Bench Marking
- 32- PREM
- 33- Meeting with recognized union with GM
- 34- General Meeting with G.M.
- 35- RPF Union
- 36- Work study
- 37- Education allowences
- 38- Permission of study
- 39- Scooter advance
- 40- Computer dvance
- 41- Creation of post for Class III staff
- 42- SSI/KVIC report to be sent to Rly. Board before 12th of every month.
- 43- Quarterly statement of P.O. to be sent to Rly. Board. before 15th of every month.
- 44- Action plan to be sent to G.M. before 4th of every month.
- 45- M.R. & VIP visit, Handing over notes of G.M. C.O.S. & CMM
- 46- A.M. P.C.D.O to be email to Rly. Board before 04th of every month
- 47- Reply of Minutes of Monday meeting.
- 48- POM(Scrap sale value chart) to be sent to G.M. every Friday M.M.P.C.D.O

- 49- G.M. Annual Report
- 50- G.M. Annual Narrative Report
- 51- Rly. Board Administrative Annual Report
- 52- G.M. Conference
- 53- C.O.S. Conference
- 54- CMM Conference
- 55- Stores Officer Meeting.
- 56- Performance progress – Purchase to be put to COS before 15th of every month.
- 57- Reply of Minutes of Performance Review meeting to be submitted to G.M
- 58- Pending Tender cases (Direct acceptance)
- 59- Tenders older than 3 months 90 days & 60 days
- 60- Pt. B.B. Patel Award
- 61- Compendium
- 62- Raj Bhasa

Diesel Section

- 1- Attendance Register.
- 2- Demand Register (Group wise Stock Item's & Non stock Items's Separately).
- 3- MMIS's Register.
- 4- Issue of Tender Register (Stock & Non stock Separately).
- 5- Acceptance Register.
- 6- Re-Tender Register.
- 7- Chasing Register (Stock & Non stock Separately).
- 8- Out Station duty Register.
- 9- LAP/ LHAP Register.
- 10 - Position Register.
- 11- Despatch Registers (For Depot wise).
- 12- --do -- (For PO & Other Regd letters to firms etc.)
- 13- -- do -- (For dispatch of cases for vetting of PO.to Accounts).
- 14- -- do-- (For obtaining of comments from Mech.before issue of Tender).
- 15- Indent Register (for placement of Indents on Rly.Board.DMW,DLW & BHEL).