

NORTH WESTERN RAILWAY

STORE DEPARTMENT OF JAIPUR DIVISION

(IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AS PER CLAUSE (b) OF THE ACT)

(1) Particulars of Organization, functions and duties:

Store department is headed by Sr. DMM who is assisted by one ADMM and five DMS. The functions of store department are as follows:

- Distribution of Diesel and Kerosene to consignees
- Collection of imprest items from Ajmer and their distribution to consignees
- Supply of 116 stock items to consignees
- Receipt of local purchase material and its delivery to indenters/consignees
- Mobilization of scrap and conducting auction sale

(2) Powers and duties of officers and supervisors

S.No	Designation	Duties
1	Sr. DMM	Sr. DMM is overall in-charge of the store department in the division. Overall management and co-ordination of all activities pertaining to Store department, decision making, dealing of D&A cases, exercising of financial powers for procurement of vital items, engaging contractors for works and annual maintenance contracts operated under Store department, Coordination with HQ and other department in the division.
2	ADMM	Look after the post of AMM/Div. Depot Jaipur, AMM/DL/FL and AMM/Coach care complex/JP along with the duties of ADMM in jaipur Division. All the duties entrusted with Gen. Adm. In JP Div. Such as transportation, Coordination between various units of Division, online procurement of stock and NS items with in ADMM purchase limit , Operating various contracts , night inspection in division, dealing with DAR cases etc.

2	CDMS/DMS	Looking after receipt and dispatch, stocking of material , local purchase through imprest, depot transfer, witnessing of deliveries and inventory control.
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(3) procedure followed in decision making process including channel of supervision:

The procedure is laid down in Store code Volume-III

(4) Norms set by it for the discharge of its functions:

Inventory T.O.R. :- 12 %
Scrap Mobilization :- Rs. 33 Cr.(Year-2016-17)

(5) Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:

Rules and regulations:

- i) Railway Service Conduct Rule.
- ii) Disciplinary and Appeal Rule.
- iii) Hours of Employment Regulation.
- iv) Pass Rule.
- v) Leave Rule.
- vi) Pension Rule.

Instructions and Manuals:

- i) Indian Railway Establishment Code.
- ii) Indian Railway Financial Code.
- iii) General Conditions of Contract and standard specification.
- iv) Indian Railway Store code Vol-I & Vol- II
- xi) Various instructions issued by Railway Board from time to time.

(6) Statement of the categories of documents that are held by it or under its control:

The documents are maintaining at Headquarters office.

(7) Particulars of any arrangement that exist for consultation with or representative by the members of the public in relation to the formulation of its policy or implementation thereof:

No.

(8) Statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, committees and other bodies are open to the public, or the minutes of such meeting are accessible to public:

Nil.

(9) A directory of its officers and employees:

Sr.No.	Designation	Name
1	Sr.DMM	Shri Rajkumar
2	ADMM	Shri Manoj Garg
3	CDMS	Shri Gyarsi lal meena
4	CDMS	Shri Mukesh Meena
5	CDMS	Shri Mohan Lal Gupta
6	DMS	Shri Dhiraj Kumar Mishra
7	DMS	Shri Prem Prakash Singh

(10) Monthly remuneration received by each of the officers and the employees:

The pay scale of each of the category of staffs and officers working under Stores department are as per central government 6th pay commission.

Sr.No.	Designation	Name	Pay	Level
1	Sr.DMM	Shri Rajkumar	81200	12
2	ADMM	Shri Manoj Garg	77700	10
3	CDMS	Shri Gyarsi lal meena	68000	7
4	CDMS	Shri Mukesh Meena	55200	7
5	CDMS	Shri Mohan Lal Gupta	55200	7
6	DMS	Shri Dhiraj Kumar Mishra	50500	6
7	DMS	Shri Prem Prakash Singh	50500	6

(11) Budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made:

Nil.