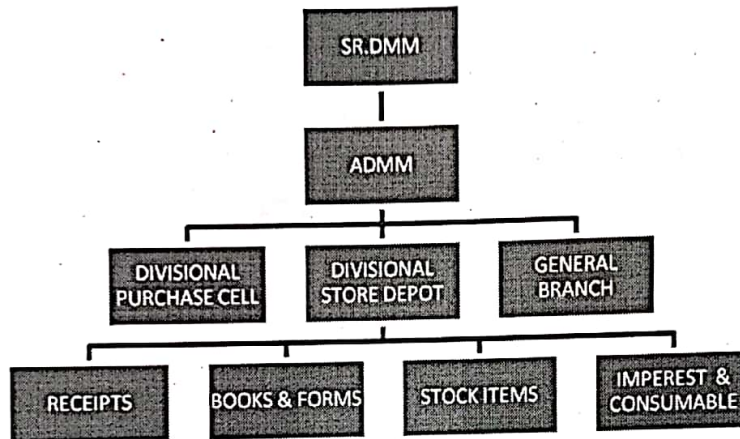


## MATERIAL MANAGEMENT DEPARTMENT

### ORGANISATION



Sr. DMM is the Branch Officer who is the in-charge of Stores Branch in Bikaner Division. The duties of Sr.DMM includes Purchase of Stock/Non-Stock items require by all the Branch Officers of costing up to Rs 50 lakh per case (for direct purchase) and TC cases upto 10 crores per case and 50 lakh per case (on GeM). Sr. DMM/BKN is the member of all Divisional Survey Committee for declaring condemnation of over lived stores, dead stock items, T&P and M&P items. For Spot Purchase, Sr. DMM/BKN is also the committee member normally.

GeM portal has been implemented successfully in Bikaner division and all the items available on GeM are being procured thru GeM only.

Divisional Stores is functioning to cater to the requirements of materials for BKN Division through purchasing N/S item, stocking of stock items. Disposal of scrap of Division and Lalgrah workshop, Bikaner, through sale, is also being done by Sr.DMM.

Gazetted cadre is of 2 posts – One JAG(Sr.DMM) and one JS/AS Grade (ADMM).

There is also a divisional Stores Depot (DSD) to cater the regular stores requirements of divisional and this is supervised by Chief Depot Material Superintendent. Presently, DSD is situated at the end of platform no. 1 of Bikaner station.

#### Important contract Detail

Officer	Phone No.	Mobile	E-mail
Sr. DMM	01512544685	9001197750	<a href="mailto:srdmmbkn@gmail.com">srdmmbkn@gmail.com</a>
ADMM	01512207877	9001197752	<a href="mailto:admmbkn.nwr@gmail.com">admmbkn.nwr@gmail.com</a>
CDMS(DSD)		9001197758	
Chos (Purchase)		9001197759	

#### ACHIVEMENTS:

- The complete purchase activities have been computerized. Registration of demands, invitation of tenders, acceptance of tenders and issue of purchase orders is being done online only. The correspondence work are being performed on web based software. This helps in improving efficient working and transparency as purchase statistics and other important data can be viewed online. All the demands are now being forwarded and received online, purchase activities are done online, technical review of offers and upto PO finalization to cancellation and amendment are also being done online resulting full transparency.
- The E-office has been started and functioning smoothly.
- GeM portal has been implemented successfully and all the items available on GeM are being procured through GeM only.
- Purchase section ensured the timely availability of items required by branches and emergent items required for prevention of COVID-19.