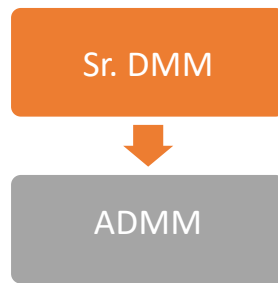


Particulars of Organization, functions and duties:



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

- General administration of DRM office.
- Distribution of Diesel, Kerosene and imprest items to all consignees of Jaipur Division.
- Supply of 409 stock items to various consignees like C&W, Electrical, S&T, Engineering, Medical and Commercial departments.
- Purchase of Non-stock items to various consignees of Jaipur Division.
- Mobilization of scrap in Co-ordination with Engg. Dept. all P-Way lots processed online through TMS Module for lot approval.
- Scrap sale through E-Auction.
- Provide assistance in implementation of UDM (New iMMS user depot module) in division.