



**OFFICE OF PRINCIPAL CHIEF MATERIALS MANAGER
CHITTARANJAN LOCOMOTIVE WORKS
CHITTARANJAN-713331 (WEST BENGAL)**

No. HQ/Policy/W.Dist/22-23

Dt. 31/05/2022

Sub: Distribution of duties among Officers of Stores Department

With new postings and transfers of Stores officers, redistribution of work among officers with immediate effect is as under:

Purchase Office						
CMM	DyCMM	SMM	AMM	Section	Work(s)	
CMM/HQ (GeM Admin & Nodal Officer)	DyCMM/HQ	SMM/HQ	AMM/HQ	General	GM & Railway Board correspondence, GT proposal, Gazetted establishment of Stores Department, Vehicle & other Contracts, RTI, Parliamentary Questions.	
	DyCMM/S			P-70	Procurement of major items like IGBT Propulsion, Transformers, Brake control system, Gear box case, Hotel load converter, Main compressor, Gear/pinion, etc.	
				MMIS	Tender publishing/opening, PL unification/opening, iMMS/IREPS, IRCMS, Website, Meetings and presentations..	
				Budget	Stores budget, e- MCDO, PCDO, ISO/IRIS, Audit cases, Court cases, Inspection notes.	
				P-84	GeM procurement of CRJ.	
	CMM/TM		DyCMM/P	AMM/MED	P-92	Procurement of Medical items.
					P-81	Procurement of TM items and spares.
					P-83	Procurement of TM items and spares.
				P-91	Procurement of Traction Motors and TM items & spares.	
CMM/M	DyCMM/M-I		AMM/M	P-75	Procurement of Mechanical items (General, Bogie), WTA.	
	DyCMM/M-II				Procurement of Mechanical items (Fabrication).	
CMM/EL	DyCMM/I	SMM/DKAE	AMM/II	P-34	Procurement of Electrical items except cable items (Blue & Green portion), Establishment and administrative matters of DKAE office.	
CMM/G	DyCMM/G	SMM/IV	AMM/III	P-34	Procurement of Electrical items (Red portion).	
				P-71 (*)	Procurement of Cubicle, panel items and other electrical items.	
				P-21	Procurement of General Items (Paint, oil, industrial gasses, lubricants, electrode, steel), Shipping section, GeM procurement at DKAE.	
				P-23		
				P-25		
				P-29		
				P-30		

Depot Office					
CMM	DyCMM	SMM	AMM	Section	Work(s)
CMM/TM	DyCMM/D	SMM/3PH	AMM/3PH		Inventory management of 3-phase loco items, Transport & Other Contracts, Vendor Meet, Non-gazetted establishment, GeM procurement of CRJ depot including service contracts/transport contracts.
			AMM/TM		Inventory management of TM items.
			AMM/CSD		Inventory management of consumable items.
			AMM/MSD		Inventory management of steel items.
			AMM/SF		Inventory management of foundry items.
			AMM/GSD		e-auction and delivery of scrap., Filter house items.
CMM/EL	DyCMM/I	SMM/DKAE			Depot activities and inventory management at DKAE, GeM procurement of DKAE depot including service contracts/transport contracts.

(*) The work of P-71 will be managed by existing purchase sections of DKAE under CMM/G.
Existing staff of P-71 section will be retained at CRJ and will work under DyCMM/HQ.

This has the approval of PCMM.

CC:

- Secy to GM: for information of GM
- PCMM, PCEE, PFA, PCME, PCEE/DKAE, PCPO, PCE, PCMO, IG-cum-PCSC
- All HODs & Dy.HODs
- All Stores Officers

Dy.CMM/HQ

31.05.22
Dy.CMM/HQ