

OFFICE OF THE PCMM/CLW/DANKUNI

No.PCMM/DKAE/Work Distribution

Dt.25.04.2023

Office Order

With new posting of Stores officers, distribution of work among AMM-II, AMM-III & AMM/DKAE with immediate effect is as under:-

AMM-II/DKAE (Reporting to DyCMM-I)	AMM-III/DKAE (Reporting to DyCMM/G)	AMM/DKAE (Reporting to DyCMM/G)
<ul style="list-style-type: none">• All stock and non-stock purchase of Sec-34 (Blue & Green sub-section),• GeM procurement of Dankuni depot including service contract/transport contract• Tender opening section, IREPS/IMMS & Registration section, Administration section, General Section, Establishment Section, R&D Section• Protocol duties including management of ORH/MJH and GM Camp office at Kolkata.	<ul style="list-style-type: none">• Stock purchase of Sec-23, Sec-25, Sec-30 on both IREPS & GeM portal• All stock and non-stock purchase of Sec-21, Sec-29 on both IREPS & GeM portal• Shipping section• Protocol duties.	<ul style="list-style-type: none">• All stock and non-stock purchase of Sec-34 (Red sub-section), Sec-71.• All non-stock purchase of Sec-23, Sec-25 & Sec-30 on both IREPS & GeM portal• Protocol duties.

The looking after arrangements of AMMs at Dankuni is as under:

Officer	1st alternate	2nd alternate
AMM-II	AMM-III	AMM/DKAE
AMM-III	AMM/DKAE	AMM/II
AMM-DKAE	AMM/III	AMM/II
AMM/Depot/DKAE	AMM/II	AMM/III

The imprest account is jointly operated by AMM-II & AMM-III which can be operated by either of one during the leave period. AMM-II & AMM-III will continue to operate imprest account till the name of AMM-II added in the bank account.

This has the approval of competent authority.

DyCMM/I/CLW/DKAE

Copy to:

Secy. to GM – For kind information of GM.

PCMM, PCPO, PFA, PCEE, PCEE/DKAE, PCME, PCMO

All stores officers.

DyCMM/I/CLW/DKAE