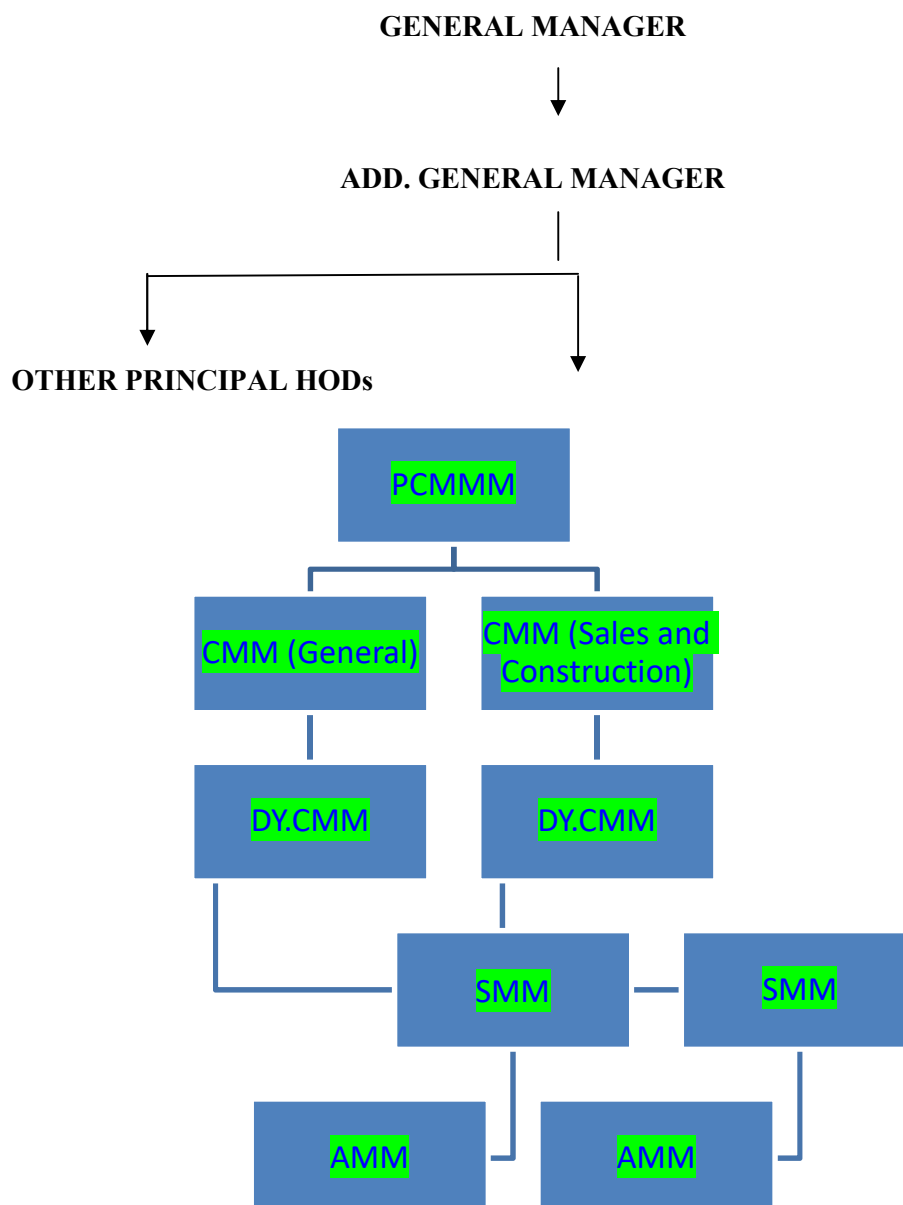


ORGANISATION AND OBJECTIVE OF STORE DEPARTMENT.

The Indian Railways network is owned and managed by the Central Government. Operations are controlled and directed by the Railway Board under the over- all supervision of the Ministry of Railways. The network of Railways is divided into 17 Zonal Railways each under the control of a General Manager. Each Railway zone is organized on the divisional pattern of working. In addition there are seven modern Production Units. On a zonal Railway, General Manager is assisted by Additional General Managers and Heads of different departments such as Principal Chief Mech. Engineer, Principal Chief Engineer, Principal Chief Optg. Manager, Principal Chief Commercial Manager, Principal Chief Material Manager etc.

ORGANISATION AT THE ZONAL LEVEL



Stores depots are generally under the supervision of Gazetted Officers of the stores department referred as depot officers. A depot officer is responsible to the Controller of Stores for the efficient maintenance of stock of stores and for the prompt service to the indentores in his territory. The depot officer is assisted in his work by Asstt. Material Manager (AMM) and other senior staff such as Depot Material Supdts (DMSs), etc.

The work in a store consists of –

- 1) Receipt and inspection of stores
- 2) Storage and issue of materials
- 3) Dispatch of materials
- 4) Disposal of surplus stores and scrap materials.

The depot is divided in to different wards and sections for stocking different types of materials and to deal with the work mentioned above.

The purchase function is centralized in the HQs office of the Controller of Stores except for items of small value, which can be directly purchased by the executive officers and by the depot officers. The Controller of Stores is assisted by Dy. Controller of Stores who are in Administrative charge of different purchase sections as well as stores depots. The purchase section is under the charge of purchase officers in different grades called Senior Stores Officer and Assistant Controllers of Stores.

The function of inventory control is basically a part of every stocking organization. For evolving suitable policies and monitoring the progress a separate cell is created as inventory control which functions in the headquarters of the Controller of Stores.

DIFFERENT STORE DEPOT IN N.F. RAILWAY:

SN	NAME OF DEPOT	DEPOT CODE	CODE NO.
1	Guwahati Store Depot	GHY	03
2	Karsiong Store Depot	KGN	05
3	Malda Store Depot	MLDT	06
4	Balighata	BLST	07

5	Lumding	LMG	08
6	New Guwahati	NGC	09
7	Dibrugarh	DBRT	11
8	Pandu	PNO	22
9	Bongaigaon	BNGN	33
10	New Bongaigaon	NBQ	44
11	Siliguri	SGUJ	55
12	New Jalpaiguri	NJP	66
13	Tindharia	TDH	77
14	Katihar	KIR	88

Functions of Stores Department :

Functions of Stores Department can be classified as under;

(a) *Material Planning:* - This consists of ascertaining the need of the various departments in the matter of materials and stores and devising such policies that all the materials which have constant demand and also some critical non-wearing materials are constantly available so that they are supplied to the user departments without delay. This includes classification / categorization of items, codification, designing of recoument policies, taking 'make or buy' decision and also preparation of stores budget.

(b) *Procurement/ Purchasing of Stores:* - This includes purchase of materials of required quality and quantity at reasonable prices.

- ❖ This activity also includes development of sources of supply with due emphasis to development of ancillary industries, small scale industries and indigenous sources for imported items (import substitution). This also includes, maintaining constant touch with the market to ensure steady flow of materials.

(c) Receipt & Inspection of Stores: - This includes taking delivery of materials from carrier, checking of quantity and quality and their accountal.

(d) Store Keeping:- This includes stocking of materials in the wards, their handling, issuing on demand by indentors and maintaining proper records.

(e) Distribution of Stores: - This includes timely dispatch and distribution of materials to various users by adopting quick and right mode of transportation.

(f) Collection, Accountal and Disposal of Scrap:-During the process of manufacturing, production & track renewal, gauge conversion etc. Railway generates large quantities of scrap, collection and disposal of which also is a big task. This activity is main revenue earning activity of Stores Department these days. On Indian Railway, sale of scrap is of the order of Rs.1000 crores.

(g) Inventory Control: - This includes maintaining an economic level of investment in inventories coupled with fulfilling user's requirements of materials satisfactorily.

(h) Cost Reduction: - Materials. Management Department can contribute a lot on cost reduction. Some of the techniques used for this purpose are;

- 1) Variety Reduction
- 2) Standardization
- 3) Value Analysis
- 4) Forecasting.