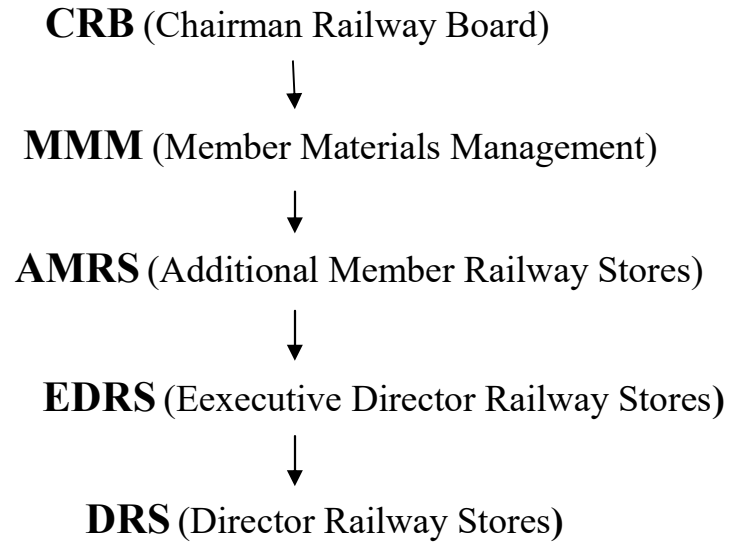
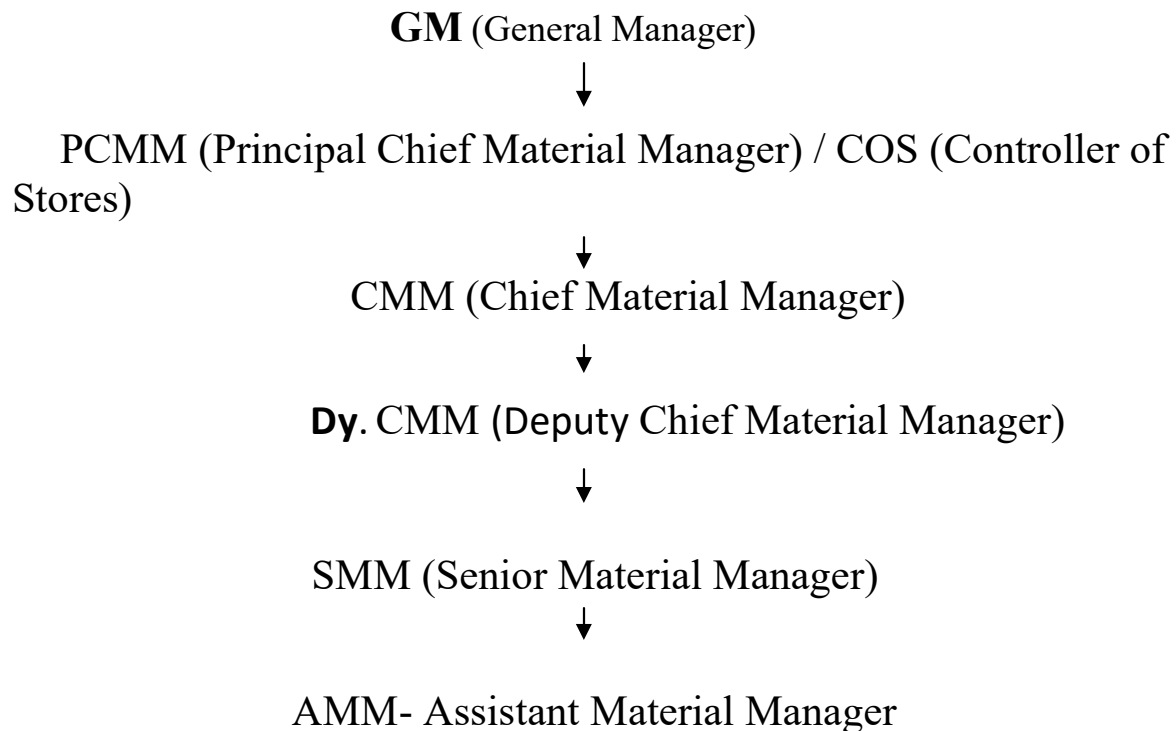


ORGANIZATION OF STORES

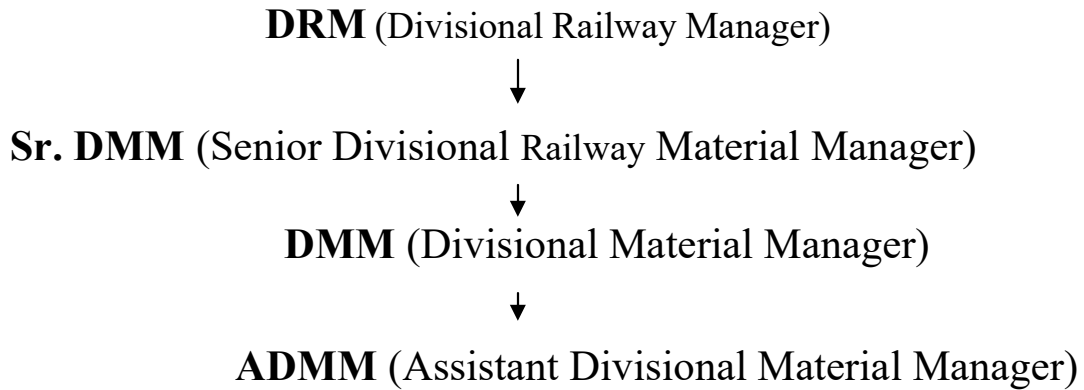
At Railway Board Level:



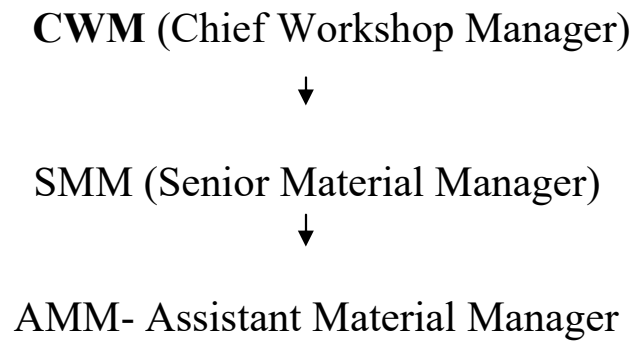
At Zonal Level:



At Divisional Level:



At Workshop:



OBJECTIVES OF STORES

For running any industry or business, we need a number of resources. These resources are popularly known as 5 M's of any Industrial activity i.e.

- Men,
- Machines,
- Materials,
- Money and
- Management.
- All these resources which are basic inputs are important but their relative importance depends upon the particular type of industry and also other environmental factors. Earlier, when many modern machines were not even known, whole activity was around men.
- But now the importance has shifted from men to machines and in the present environment materials are the life blood of any industry or business and for their proper running, materials should be available at proper time in proper quantity at proper place.
- The objectives of integrated materials management can be classified in two categories :
 - Primary and
 - Secondary
- These are discussed below :

Primary Objectives:

Following may be identified as primary objectives which are to be achieved.

(a) To purchase the required materials at minimum possible prices by following the prescribed purchase policies and encouraging healthy competition.

(b) To achieve high inventory turnover i.e. to meet materials requirement of the organization by keeping low average stocks so that the capital locked up in materials is turned over for a large number of times.

- (c) To incur minimum possible expenditure on administrative and other allied activities related to purchase of materials and also to keep the materials in stock till they are finally delivered to the users.
- (d) To ensure that continuity of supply of materials to the users is maintained by avoiding out of stock situation.
- (e) To supply materials of consistent quality i.e. of quality this meets user specification and is fit for service.
- (f) To keep the wage bill of the department low by ensuring proper distribution of work among staff and not employing surplus staff.
- (g) To maintain good relationship with the suppliers of materials and also develop new suppliers for the products for which reliable suppliers do not exist.
- (h) To ensure training and development of personnel employed in the department so that good industrial relations are maintained.
- (i) To maintain proper and up-to-date records of all stores transactions and purchases.

Secondary Objectives:

- (a) To assist technical/design department in developing new materials and products this may be more profitable to the organization.
- (b) To make economic 'make or buy' decisions.
- (c) To ensure standardization of materials
- (d) To contribute in the product improvement.
- (e) To contribute in the development of inter departmental harmony.
- (f) To follow scientific methods of forecasting prices and future consumption of materials.