

STORES ORGANIZATION

OFFICE OF THE Sr DIVISIONAL MATERIALS MANAGER, AGRA DIVISION, AGRA CANTT

1.0 Establishment

1.1 Gazetted:

Sr. No	Name	Designation	Working since	Remark
01	Dr Avaj Singh	Sr Divl. Materials Manager	22.03.2010	
02	Vijay Gupta	ADMM	27.08.2012	Posted at DSL store depot

1.2 Non Gazetted:

Class	Total Strength
Group 'C'	10
Group 'D'	06
Artisan/Driver	01

2.0 Major Activities:

- 2.1. Procurement of Materials for all branches of Agra Division as well as Construction Organization as per ceiling limits prescribed by Store H. Qtr.
- 2.2. Collection and distribution of uniform items over the Division.
- 2.3. Co-ordination with feeding depots/ H. Qtr for supply of Books & Forms and Printing matters, PCT etc.
- 2.4. Co-ordination for various activities related to disposal of Scrap materials including fixation of delivery dates for sold lots.
- 2.5. Co-ordinating with Store Head Quarter for to procurement of non stock materials including chasing of pending indents of indentors of Agra Division.
- 2.6. Attending various meetings, inspection etc.
- 2.7. General matters, staff matters.
- 2.8. Planning and implementation of 'Divisionalization of Store' on Agra Division.
- 2.9 Looking after the work of DSL Store Depot Agra with the assistance of ADMM.
- 2.10 Any other work as assigned by DRM or HQ from time to time is also done by this office.

3.0 Local Purchase:

Procurement of materials for various branches of Agra Division up to monthly ceiling limit of Rs 20 Lakh and Procurement of materials for Construction organization of Agra Division up to monthly ceiling limit of Rs 05 Lakh.

	Current financial year 2012-13 (Up to Dec-2012)	Last financial year 2011-12 (UP to Dec -2011)
No of Indents covered	367	487
Value (in Lakh)	204.95	176.62

4.0 Supply of Uniform Items:

Qty Supplied	
Current financial year 2012-13 (Up to Dec-2012)	Last financial year 2011-12 (UP to Dec -2011)
26,644 Nos	32,450 Nos

5.0 Scrap Arising:

<i>Financial Year</i>	<i>Target (in MT)</i>	<i>Achieved up to Dec (in MT)</i>
2012-13	10000	7365
2011-12	18000	8453

5.1 Scrap Disposal:

	Current financial year 2012-13 (Up to Dec-2012)	Last financial year 2011-12 (UP to Dec -2011)
Sale (in crore)	11.43	27.47

6.0 Others Achievements:

1. Store Efficiency Shield for year 2011-12 was awarded to Store Depot, Agra by honourable GM/NCR
2. Sr DMM/AGC was awarded the GM's award for the year 2011-12.
3. DRM's award for Raj Bhasha under the scheme of "Agra Mandal me adhikadhik dictation dene ke uplakshya me". Was granted to Sr. DMM for 2011-12.
4. By using this office truck in planned manner, 79.10 MTs of such scrap materials have been sent to Dy CMM/JHS in 22 trips and on return truck was used for collection of materials/ uniforms from Jhansi depots.
5. MMIS (Materials Management Information System) has been implemented in local purchase from 16th Aug 2012.
6. 8272 MTs scrap materials lying at various locations on Agra Division have been identified through foot by foot survey/ inspections and Engineering branch has been requested to offer the same to achieve the target.
7. After retirement of AMM(DSL)/AGC on 31/01/2012, Sr DMM/AGC had looked after the work of DSL Store and TA expenditure was curtailed substantially during this period:
Yr 2011(From Jan to July) : Rs 82463=00
Yr 2012(From Jan to July) : Rs 58553=00
Total Saving: Rs 23910=00 i.e 29%
8. All the staff of the office of Sr. DMM/AGC is getting their regular payment through bank i.e 100% Bank Payment.
9. COS/NCR award for the Year 2011-12 was granted to Shri K. K. Saxena, OS & Shri Ganga Prasad, Sr Khalasi.
10. DRM's award for the Year 2011-12 was granted to Shri K. K. Saxena, OS & Shri Bhajan Singh, Sr Khalasi.