

## STORES

### 1. ORGANISATION:

The Stores organization in Division is under the over all charge of Sr.Divisional Material Manager. Stores Branch was set up in the year 1986 with limited infrastructure comprising of two depots one at Kanpur and the other at Allahabad.

### 2. STAFF AVAILABLE:

Sl. No.	CATEGORY	Dy.CMM/JHS	ALD. Division
1.	DSK/III	03	----
2.	Steno	--	01
3.	Hd/Clerk	--	03
4.	Sr.Clerk	--	01
5.	Class IV	05	09
<b>TOTAL</b>		08	14

Note: Two Head Clerks under lien with COS/NCR are also working under DMM/ALD

### 3. ACTIVITIES

(i) **LOCAL PURCHASE CELL:** The existing power of local purchase is Rs.1,00, 000/- per item (Rs. 3,00,000/- in case of RC items) with ceiling limit of Rs.25 lakhs per month.

**CASH PURCHASE:** The existing sanctioned imprest for Cash Purchase is 30000/= recoupable.

(iii) **UNIFORM CELL:** Uniform cell arranges uniform from the General stores Depot Alambagh / Lucknow for distribution to approximately 28,000 staff of the division.

iv) **ARRANGEMENTS OF STITCHING UNIFORMS:** Stores Branch is providing cut garments for stitching to Handicraft centre at ALD. This activity provides some earning to ladies related to Railways employees. This also ensures improvement in the stitching quality as well as timely distribution of the uniform to approximately 28,000 Railway employees. At present 30 to 35 ladies are stitching under the supervision of Mahila Samiti/Allahabad

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#### v) **STATIONERY CELL.**

Divisional Stationery Cell is functioning under the supervision of one DMS Line at ALD posted by Sr. Manager Printing & Stationary SSB. He is coordinating the supply from printing press to Divisional Stationery cell. The Stationery cell receives the materials in bulk from Printing Press / SSB and arranges its distribution to the consignees over the Division with the help of CMIs & TIs. Supply is also made through truckload to major stations/consignees.