

Duty List of Officers of NCR Stores Department at HQ.

S.N.	Designation	Function and Duties
1	PCMM	Overall in-charge of purchase, depot & sale of scrap of NCR
2	CMM/Sale	(i) Management of purchase sections P-30 (Mech. Items), (ii) Tender Section. (iii) P-90(Steel & HSD Oil Items). (iv) Administrative control of GSD/JHS, DSL depot/JHS, DSL depot/AGC, DSL depot/GWL, RSK/STLI. (v) Dy.CMM/M & AMM/M are under admisitrative control of CMM/S.
3	CMM/E	(i) Management of purchase cases of Purchase Section P-10,20 & 40 and Sale section. (ii) Monitoring of scrap arising and disposal as well as to act as Tender Comittee Member & accepting authority for scrap sale tenders and to deal with other matters related to scrap sale. (iii) Dy.CMM/E, Dy.CMM/Sale, SMM/E & AMM/E are under admisitrative control of CMM/E.
4	CMM/C	(i) Management of purchase cases of Purchase Section P-50(S&T Items), & P-60(M&P). (ii) To act as 3rd member of Stores TC cases of construction & open line of Engg. Deptt. (iii) Estt. Section, Confidential Section, General Section (Including Inventory Control & Budget), Vendor Registration Section, Receipt & Dispatch Section, T&P Section. (iv) Administrative Control of GSD/CNB, ELS depot/JHS, ETD/CNB, TMS depot/CNB, S&T depots/PRYJ & GWL. (v) Dy.CMM/E, Dy.CMM/IC, Dy.CMM/C, SMM/Hq, Secy. to PCMM, AMM/C are under administrative control of CMM/C.
5	CMM/G	(i) P-70 purchase section P-70 (Uniform & General Items like Electrodes, Paints, Tools, Hardwere, Furniture etc.),P-80 (Stationary, Petroleum, Oil & Lubricants items, Gas, & General Items including medical items) (ii) IMMS & IREPS, Computerization & IT related work of Stores department. (iii) Dy.CMM/Hq., SMM/G, are under admistrative control of CMM/G. (iv) Case related with purchase section P-70 & P-80 will be dealt by SMM/G.
6	CMM (On Trg.)	
7	Dy.CMM/IC	General Section (Including Inventory Control & Budget), T&P section and Receipt & Discpatch section.
8	Dy.CMM/Hq.	(i) Purchase section P-70 (Uniform & General Items like Electrodes, Paints, Tools, Hardwere, Furniture etc.)
9	SMM/G	(ii) Purchase section P-80 (Stationary, Petroleum, Oil & Lubricants items, Gas, & General Items including medical items). (iii) Comouterization of IT related work of Stores department. (iv) AMM level case related with Purcahse section 70&80 will be dealt by SMM/G
10	Dy.CMM/C	(i) Purchase Section P-50(S&T Items) (ii) Purchase Section P-60(M&P).
11	Secy. to PCMM	(iii) Local Purchase section, headquarter matters (Estt. Section, Confidential section, Section under
12	SMM/Hq	Secy. to PCMM office dealing with confidential matters immovable property returns, D&AR/Vigilance cases, Transfer & Postings of Stores Officers etc.
13	Dy.CMM/E	Purchase sections P-10 (Diesel Items), P-20 (Elect. Items), P-40 (Elect. General Items).
14	SMM/E	
15	AMM/E	
16	Dy.CMM/M	Management of purchase sections P-30 (Mech. Items), P-90 (Steel & HSD Oil Items).
17	AMM/M	
18	Dy.CMM/Sale	Scrap sale etc. Tender section & ISO