

## Duty List of Stores Officers of Prayagraj Division

**Sr.DMM/PRYJ:-** Procurement of stock & non stock items within the purchase power of Sr. DMM. Disposal of scrap material through E-auction.

Overall in-charge of Divisional store unit, Co-ordination with other Purchase officer's and hq officers in store matter.

### **DMM/PRYJ:-**

- (1) Procurement of stock & non stock items within the purchase power of DMM.
- (2) Looking after the duties of the post of DMM in PRYJ Division. Co-ordination between various branches of Division in the store matter and post contract activities.
- (3) Looking after the duties of Divisional, Store Depot/PRYJ Division, overall supervision of DSD depot . All the duties entrusted with General Administration, operating various contracts etc.