

Duty list of Stores Officers of Prayagraj Division

Sr.DMM/PRYJ

- (i) Procurement of stock & non stock items within the purchase power of Sr.DMM. Disposal of scrap material through e-auction.
- (ii) Overall in-charge of Divisional store unit, co-ordination with other purchase officers and HQ officers in stores matter.

DMM/PRYJ

- (i) Procurement of stock & non stock items within the purchase power of DMM.
- (ii) 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.
- (iii) All the duties entrusted with General Administration and operating various contracts etc.

ADMM/PRYJ

- (i) procurement of Non-Stock items within the purchase power of ADMM.
- (ii) Review of all Non-Stock demands received from all consignees of PRYJ Div.
- (iii) Timely submission of PCDO/MCDO, reply to RTI and inspection Note, survey of scrap and all depot activities of Depot 19 and 21.