

## **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.

### **ADMM-II/PRYJ**

- (i) procurement of stock & Non-Stock items within the purchase power of ADMM.
- (ii) All the works related with General and staff matters.
- (iii) To work as a member of condemnation committee.
- (iv) Scrap mapping.
- (v) Timely submission of reply of e-inspection note.
- (vi) Looking after the duties of the scrap section and all work of depot 19 & 21.
- (vii) All the duties entrusted with Arbitration, Court Case & RTI etc.
- (viii) To ensure proper working of UDM, IMMS and GeM etc.