

STORES DEPARTMENT

Stores Department performs the function of Materials Management which includes activities like material planning, e-procurement of materials, uninterrupted availability of materials for production and maintenance, effective inventory control and disposal of scrap through e-auctions. The department is headed by Principal Chief Materials Manager.

In RWF, Stores Department looks after the following activities also:

- Painting, packing, loading and despatch of wheel-sets by wagons as well as by trailers and trucks to wagon builders.
- Collection of Heavy Melting scrap from Zonal Railways for production of wheels.
- Arranging road transport contracts for despatch of finished Wheels & Axles & all incoming scrap c) items.
- Arranging shunting activities within RWF premises for unloading of scrap as well as internal transfer of melting scrap from PC bay to Melting shop

MOVEMENT OF SCRAP FROM VARIOUS RAILWAYS TO RWF AND WTA ITEMS FROM RWF TO VARIOUS RAILWAYS.

Due to restriction imposed on piecemeal movement of wagons for transportation of scrap and WTA items, Stores Department is engaged in activity of arranging road transport contracts/contract management logistics for timely in flow of melting scrap from Zonal Railways for production of Wheels and despatch of finished goods from RWF to various Railway Workshops/Depots/Wagon Builders.

1 ORGANISATION:

- (a) The Stores Department comprise the following two units.

- (i) Headquarters Office
- (ii) General Stores Depot

- (b) A gazetted set-up comprising PCMM, two CMMs, two Dy.CMMs, and three AMMs look after the activities of procurement and general administration of Stores HQ office. There are 46 non-gazetted staff working in Headquarters.

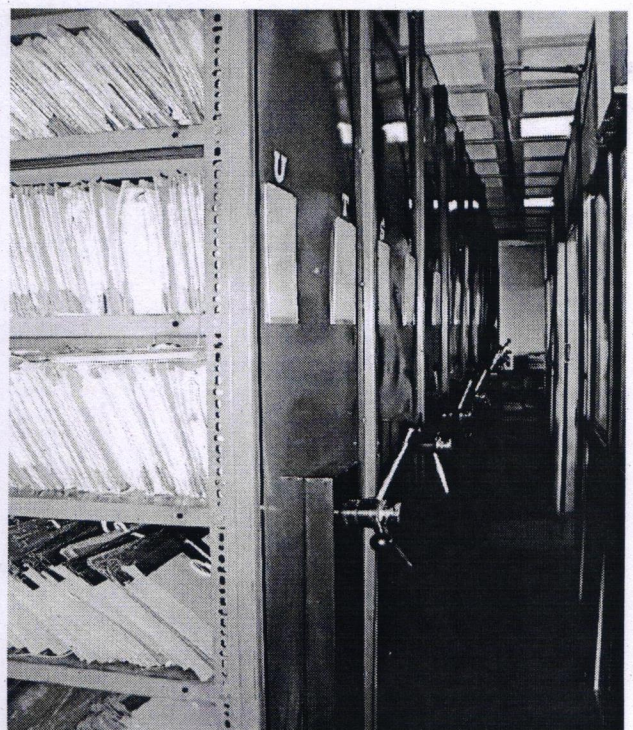
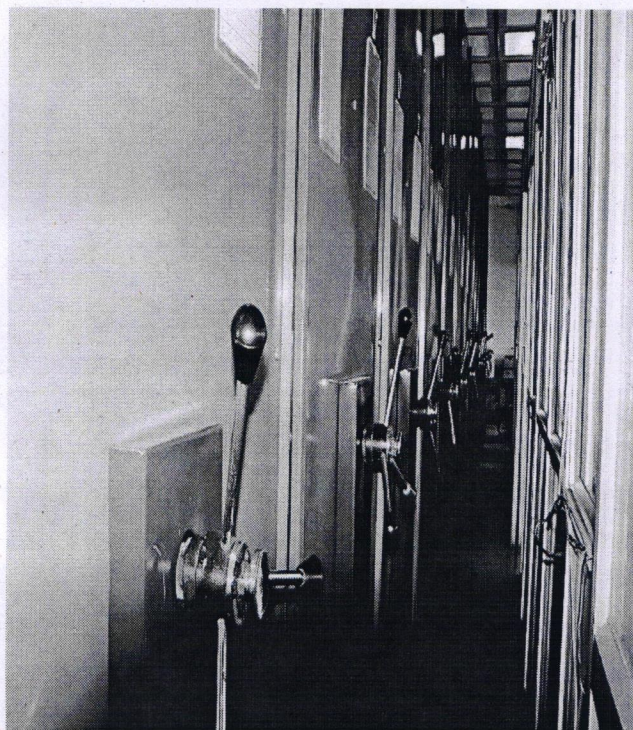
Total staff strength as on 31.03.2024 is given below:

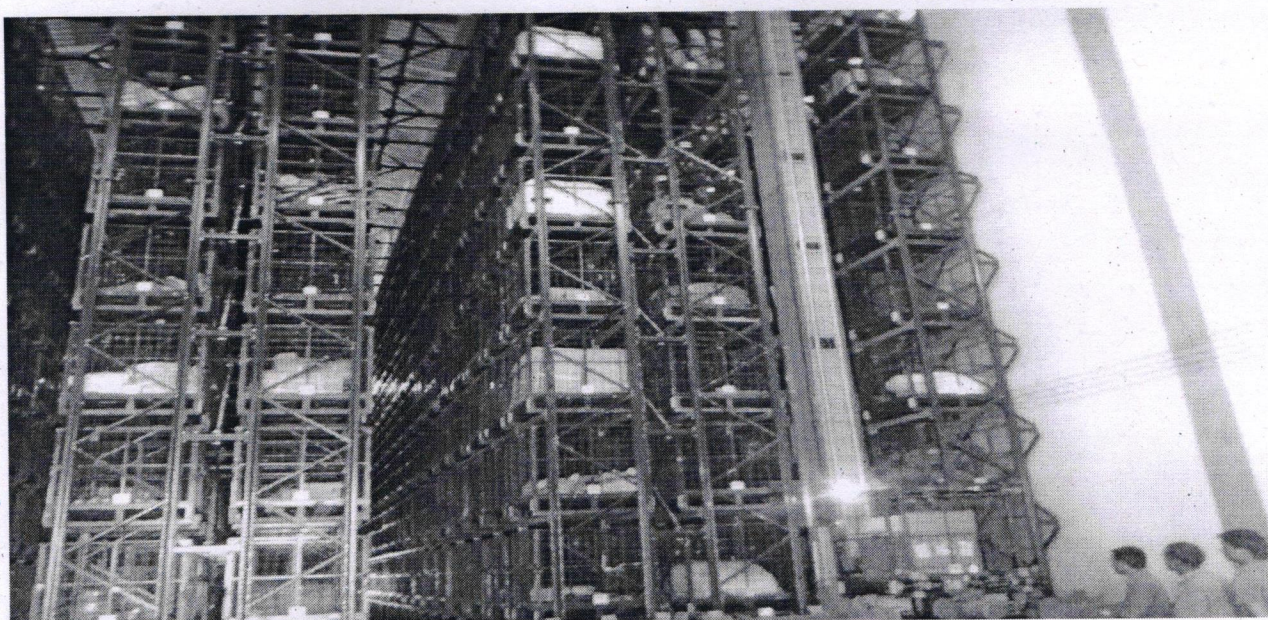
SL No.	Category	Sanction	Actual
1	Gazetted	13	13
2	Non-gazetted (all cadres)	195	184
Total		208	197

(c) Sections in Headquarters:

P1 Section	P1 section deals with procurement of both indigenous and import Stock items.
P2 Section	P2 section deals with procurement of both indigenous and import Non-Stock items.
General Section	Deals with All Establishment matters including staff Attendance, Tender opening, despatch activity, submission of Man Power proposals for work charged posts, General Imprest accounts of officers, Staff Quarters, contract management of hiring of vehicles for HODs/PHOD and overall Administration of the Stores HQ.

QMC Section	Deals with Correspondence with Railway Board, submission of monthly PCDO, MCDO, MRM Minutes, Statistics regarding Tender/Purchase orders etc, Vendor Registration, GeM activities other than GeM purchase, allotment of Vendor codes, Parliament question, CPGRAMS portal, submission of GTE proposals on portal, submission of Materials Budget and WMS Budget, Inventory Management including ABC Analysis, GM Annual report, Annual Statistical statements, IRCMS portal updation, 47 Major Group PL Unification, IRIS Management of stores HQ, co-ordinating for Vendor meets/seminars etc.
Works Section	Deals with arranging road transportation contracts for despatch of finished Wheels & Axles from RWF & all incoming scrap items, from various Zonal Railways roughly from 30 Depots.





2. General Stores Depot:

General Stores Depot is located within the plant premises and is headed by Dy CMM/Depot, assisted by three AMMs. Depot takes care of material planning – indenting – stocking – preservation – issue of stores, scrap disposal through e-auction, Local Purchase of material Stock and Non-stock items. Depot is also engaged in the activity of painting - packing - despatch of wheel sets, loose wheels and loose axles through wagons/trucks/trailers, contract management of road transportation contracts concluded by Headquarters for receipt of scrap as well as despatch of finished goods.

Stock items as on 31/03/2024 is 2158 out of which 27 are "A" category items, 44 are "B" category and 2087 are "C" category items.

3. Modernisation of Depot:

General Stores Depot at RWF is equipped with state-of-the-art Automated Storage & Retrieval System (ASRS). This ASRS consists of 4 columns, 8 rows and 1344 pallets. This system has two Loading Platforms and two Unloading Platforms. This aids in phased retrieval of material from the racks and in optimum utilisation of the vertical space.

Mile stones achieved is Stores operation / working systems.

1	Extension of e-payment platform through IMMIS to Local Purchase(LP).	March 2015
2	E-procurement of Drugs	April 2015
3	Paperless Working in tender finalisation process for Direct Acceptance cases and Tender Committee cases	01/04/15
4	Implementation of e-Local Purchases from e-commerce websites	February 2016
5	Implementation of Works Tenders of Stores Department on IREPS	09/06/16
6	a) IMMS for Purchase Module implementation b) IMMS for Depot Module implementation. c) RWF is equipped with well-structured Purchase Management System (PMS) and Depot Management System (DMS). Purchase Module and Depot Module of iMMS is integrated with the PMS and DMS.	01/07/2019 01/01/2020