



# ABOUT STORES

## ● PREAMBLE:

- Stores Department is responsible for integrated materials managements activities including material planning, e-procurement of stores, uninterrupted availability of materials for production and maintenance, import of goods /clearance of imported stores from the ports, inventory control activities and scrap disposal activities through e-auctions.
- In RWF, Stores Department also looks after the following activities:
  - ◆ Cutting/processing of scrap WTA & rails and feeding to melt shop for wheel production. The annual tonnage of scrap processed is 1,00,000 MT.
  - ◆ Despatch of finished products by wagons as well as by trailers and trucks.

## ● ORGANISATION:

Stores Department in RWF consists of 3 units as under:

- **Headquarters Office:**



## **Introduction:**

A gazette set-up comprising COS, CMM, 3 Dy CMMs, SMMs and AMMs look after the activities of procurement and general administration of Stores Department. There are 58 non-gazette staff working in Headquarters.

The Purchase Office of RWF has been fully computerised, having LAN system and equipped with modern furniture and computers, and each purchase section provided with railnet connection for effective and efficient working. Compactor is installed for proper storage of records. A view of the Compactor is appended below:



## **Procurement:**

- ⤴ Stores Headquarters is carrying out all the procurement activities through E-Tenders, Global Tenders and through reverse auctions on IREPS.
- ⤴ Procurement of all stock items are carried out systematically as per the calendar month earmarked for each major group classification of each stock item, by Purchase Section-1.
- ⤴ Procurement of all non-stock items including M&P, non-stock spares for M&P, T&P items etc, medicine are carried out by Purchase Section-2.
- ⤴ Procurement of all imported items stock as well as non-stock items are carried out by Purchase Section-3.
- ⤴ Contracts for movement of scrap from various Railways to RWF and WTA items to various Railways are arranged by the Works Cell in Headquarters.

## **Paperless Working:**

RWF is the first Railway to implement paperless working in tender finalisation. 100% Paperless working in tender finalisation is successfully implemented in RWF and being followed.

### **Leveraging on Information Technology:**

e-procurement through IREPS portal

- ⤴ All procurement of Stock and Non-stock items
- ⤴ Local Purchase through iMMIS
- ⤴ Procurement of Drugs
- ⤴ Finalisation of Works contract.

### ➤ **General Stores Depot:**

#### **Introduction:**

General Stores Depot is located within the plant premises and is headed by Dy CMM/Depot, assisted by SMM and AMMs. There are 286 non-gazette staff working in General Stores Depot. Depot takes care of material planning, indenting, stocking, preservation, issue of stores stores and scrap disposal. Depot is also carrying out the activity of oxy-cutting of steel scrap for wheel production. The annual tonnage of scrap processing at Depot is 1,00,000 MT. 133 staff, who constitute 39% of the Stores Department workforce are engaged in the scrap processing activity. Depot is also engaged in the activity of painting, packing and despatch of wheel sets and loose wheel and axles also, by wagons and trucks/trailers. Depot is also engaged in contract management of road transportation contracts concluded by Headquarters for receipt of scrap as well as despatch of finished goods. Depot stores 3181 items, out of which 22 are 'A' category; 64 are 'B' category and 3095 are 'C' category items.

#### **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.



(Photo of ASRS at Depot)

### ➤ **Shipping Cell:**

Shipping Cell is looking after the clearance activity of imported consignments received by Sea as well as by Air.

## WHO WE ARE/MILESTONES

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