



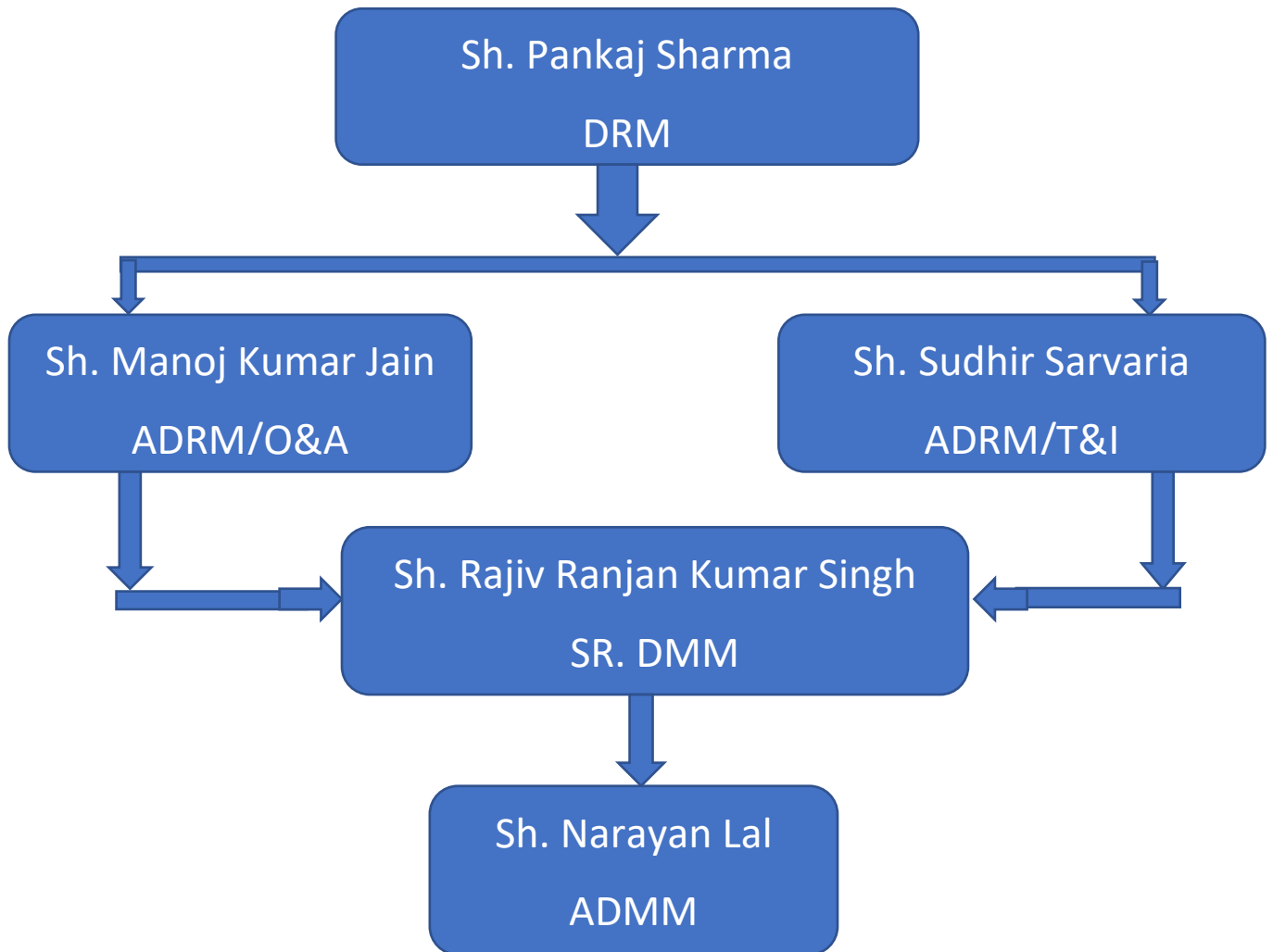
WEST CENTRAL RAILWAY

KOTA DIVISION

STORE DEPARTMENT



# STORE DEPARTMENT ORGANISATION KOTA DIVISION (WCR)



<b>Sanctioned Cadre As on 31-01-2021</b>		
<b>Gr. "C"</b>	<b>Gr. "D"</b>	<b>Total</b>
<b>20</b>	<b>11</b>	<b>31</b>

## **STORES**

### **DIVISIONAL GENERAL STORES DEPOT**

Divisional General Stores Depot is working under the control of Sr. Divisional Material Manager at Kota Division. Functions of store department have been divided in to four parts:-

- (i) Local Purchase section
- (ii) Divisional General Stores Depot
- (iii) E-Auction section.
- (iv) General Branch with divisional cadre.

### **FUNCTIONING OF LOCAL PURCHASE SECTION**

Procurement of the material for the entire division for stock/non stock items to the tune of upto 50 lakh for stock and non-stock items for direct acceptance cases and value up to 5 Crs. for TC cases.

The power delegated for Direct purchase of stock/non stock items to ADMM upto Rs. 5 lacs in each case. and value upto 50 lacs in each case by Sr. DMM. These powers are applicable for procurement of items as GeM also.

### **ACHIVEMENT OF STORE DEPARTMENT**

- **PAPERLESS WORKING**

This office has already commenced settlement of Stores tenders in an online mode through latest IREPS & iMMS Web-based application and thereby bringing Efficiency, Accuracy, Speed as well as Transparency in Public Procurement and realization of best value for public money.

- **PROCUREMENT**

- (i) **E-PROCUREMENT THROUGH IREPS**

Store department of Kota division - has started e-procurement successfully to increase the transparency and reduce the processing period, which will help the availability of urgent items in time.

At a glance purchase position of current year up to Jan.- 2021 in comparison to position of 2019-20 is given as under.

Sr. No.	Items	Year 19-20	Year 20-21
		Apr'19 to Jan'20	Apr' 20 to Jan'21
1.	Stock (in Nos.)	3	-
2.	Non stock (in Nos.)	682	491
<b>Total value</b>	<b>Total value Rs. (in Crs.)</b>	13.55	8.73

## (ii) E-PROCUREMENT THROUGH GeM

Kota Division has successfully placed purchase order through GeM including services. The store department concluded contract for services required by all the departments.

Sr. No.	Items	Year 19-20 Apr. to March.		Year 20-21 Apr. to Jan.	
		Goods	Services	Goods	Services
1.	Procurement				
2.	Non stock (in Nos.)	12	0	76	13
3.	Non stock (Value in Rs.)	26,73,980	0	1,11,59,318/-	1,42,67,303/-

## IMPLEMENTATION OF SCRAP DISPOSAL THROUGH E-AUCTION

To make the sale of scrap more transparent and faster, e-auction has been introduced in Kota Division for disposal of scrap since 30-04-2014. Entire scrap is being disposed through e-auction mode only. Scrap sold/rejected rates of latest auction are being published on the railway public website IREPS to ensure the transparency.

## CASH LESS PAYMENT THROUGH PAYMENT GATEWAY.

The GST has been implemented from July 2017 and the payment of balance sale value, GST, TCS and interest if any were deposited through RTGS by the successful bidder in FA&CAO/JBP pooling account in earlier cases. Now 100 % payment is being done through payment gateway through auto generated challan in IREPS system and GST is being deposited by the firm on reverse charge basis directly to concern government tax authority. This has resulted in huge savings in manpower also. The Scrap delivery dates are given to all the purchasers with the approval of ADRM/O&A.

This current year Target has been fixed for Kota Division.

At a glance position of scrap disposal current year 19-20 in comparison to position of 2020-21 is given as under.

S. No.	Description	YEAR	
		2019-20 (upto March.)	2020-21 (upto Jan.)
1	<b>DISPOSAL OF SCRAP</b>	(In MT.)	(In MT.)
	<b>Target fixed by HQ</b>	<b>19 Cr.</b>	<b>24</b>
(a)	RAILS	3578.658	2896.197
(b)	Other P. Way/ENGG.SCRAP	2650.896	1730.803
(c)	Rolling Stock (Wagon)	10 Nos.	3 Nos.
(d)	Rolling Stock (Locos)	6 Nos.	0
(e)	Other Departments Elect/S&T/Mech. Etc.	289.903	782.952
(f)	Non ferrous	771.410	0.000
	<b>Total scrap disposal (in MT)</b>	<b>7200.867</b>	<b>5409.952</b>
	<b>Total Sale Value (in Rs)</b>	<b>19.97 Cr.</b>	<b>14.39</b>
	<b>% of compliance</b>	<b>105</b>	<b>60</b>

## DIVISIONAL GENERAL STORE DEPOT KOTA

### The store depot is working in following section

- (i) Receipt Section
- (ii) General Ward
- (iii) Books & forms/Money books Ward

#### Receipt Section

This section deals with all the documents relating to the stores and materials being received in the depot by CDMS and issues the accepted material to concerned ward in-charge in case of stock items and for non-stock items issue directly to consignee through R/Note.

#### General Ward

General ward of depot is functioning to supply general items for all the departments of Kota division. 22 items are stocked till date. These items are being collected from GSD Bhopal and are being distributed to the ultimate consignees of the division as per their requirement.

## **Books & forms/Money books Ward**

In this ward approx. 160 Nos. Books & forms and 66 Nos. money value books are being collected from GSD/Bhopal and are being distributed by Divisional Depot to various consignees.

### **SET UP OF MODERNIZED BOOKS & FORMS WARD**

For availability of stores, we were dependent upon the GSD Bhopal. With the development of the new depot at Kota, this problem has been done away with. Depot code No. 55 has been allotted by H.Q. Since year 2014 for modernization of divisional Store Depot (Books & form, stationery etc.), We have purchased two compactors for stocking of books & form, stationery etc., which will protect these items from dust, insects, rodents etc. Additionally, the compactor can be kept under proper lock and key. In addition to this we have purchased two Hydraulic hand trolley for shifting the items from one place to another and 20 nos. plastic palates to keep the stationery items etc.



### **GENERAL BRANCH**

#### **FUNCTIONING OF GENERAL BRANCH**

- i) General branch maintains the T&P items of the Division office and prepares the proposals and indents for procurement.
- ii) To arrange the vehicles during inspection of VVIP/VIP/HODs and maintain the vehicles of DRM/ADRM.
- iii) To collect the stationary and consumable stores from Division depot.
- iv) Compliance of the inspection notes of GM/CRB & and members of Railway boards etc. and letters of MPs/MLAs.
- v) To receive and despatch the DAK/Post Parcel/Registry every day.
- vi) To maintain the cash imprest for general purpose and fuel imprest of ADRM vehicle.
- vii) To pay for all Divisional BSNL/CUG connections.
- viii) To make Xerox copies of circulars and office orders of Division
- ix) To prepare the pay orders for brief case upto and awards etc.

### COMPLIANCE OF INSPECTION NOTE OF GM (2020-21)

Sr.N	Description	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21
1	Inspection Note Recd.	9	-	3	1	-	1	-	-	1	8	-
2	Compliance of Insp. Note.	-	-	-	-	2	-	-	7	1	-	1
3	Closing Balance	9	9	12	13	11	12	12	5	5	13	12

### COMPLIANCE OF LETTERS OF MP/MLA (2020-21)

Sr. N	Description	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
1	Opening Balance As on 01.04.20	18	18	18	13	9	10	14	10	14	16	11
2	Letter recd.	-	1	1	2	1	4	2	5	3	5	-
3	Letter Replied	-	1	6	6	-	-	6	1	1	10	1
4	Closing Balance	18	18	13	9	10	14	10	14	16	11	10

### DIGITALISATION OF STORES WORKING

- (i) Online generation of Digitally receipted challan and R/Note.
- (ii) Online Acceptance of Technical suitability of tender and auto generated purchase order.
- (iii) Online submission of supplier bill on IREPS portal.
- (iv) Online refund of EMD amount to Firms.
- (v) 100% online settlement of tender including online technical suitability.
- (vi) 100% online processing of Non-stock demand.
- (vii) 100% placement of online requisition/.