

**INFORMATION OF THE  
MATERIALS MANAGEMENT DEPARTMENT  
B.E.S. & T. UNDERTAKING**

(Mandatory Information under Section 4 of Chapter II of  
Right to Information Act, 2005)

## CHAPTER II

(Right to Information and obligations of public authorities)

### **4 (b)(i) : The Particulars of Organization, Functions and Duties**

Name of the Department	Materials Management Department
<b>Address</b>	<p>The sections of this department are located at four places:</p> <ol style="list-style-type: none"> <li>1. <u>Colaba (HO)</u>: Parivahan Bhavan, 4<sup>th</sup> floor, Shahid Bhagat Singh Road, Colaba, Mumbai 400 001.</li> <li>2. <u>Transport Section, Dadar</u>: Tilak Road, Dadar (E), Mumbai 400 014.</li> <li>3. <u>General Section, Dadar</u>: Tilak Road, Dadar (E), Mumbai 400 014.</li> <li>4. <u>Supply &amp; Building Section, Kussara</u> : Bijlee Bhavan, Kussara Bunder Road, Mazgaon, Mumbai 400 010.</li> <li>5. <u>Sales Section, Oshiwara</u>: Oshiwara Bus Depot, Goregaon (W), Mumbai.</li> </ol>
<b>Contact No. (Tel.)</b>	<ol style="list-style-type: none"> <li>1. <u>Colaba (HO)</u>: 22841023/22856262 (Extn. 411/418)/22047955</li> <li>2. <u>Transport Section, Dadar</u>: 24180016</li> <li>3. <u>General Section, Dadar</u>: 24146262 (Extn.413/428)</li> <li>4. <u>Supply &amp; Building Section, Kussara</u> : 23759410 / 23775544</li> <li>5. <u>Sales Section, Oshiwara</u>: 26761829/26761845</li> </ol>

## **FUNCTIONS AND DUTIES OF MATERIALS MANAGEMENT DEPARTMENT:**

The Materials Management Department procures materials required for Transport and Electric Supply Division and other general items required for various other departments of the Undertaking. The inventory of the procured material is maintained and thereafter the same are issued to various user departments. Still to have profile of the functions being carried out by various sections of the M.M. Dept., the gist of the same is furnished below:

1. **Purchase Section:**

Purchase Sections at both the wings, i.e. Dadar and Kussara, are responsible for procurement of materials required for Transport and Electric Supply Departments. It is also responsible for invitations of e-tenders, opening of the same, placement of purchase orders and follow up with the suppliers till completion of purchase orders.

2. **Storage & Issue Section:**

This sections is concerned with storage and issue of materials. For carrying out this activity, the Undertaking has got sub stores and auxiliary stores for storage and issue of certain vital items required for day-to-day preventive maintenance of buses. Similarly, the Materials Management Division at Kussara also maintains sub-stores at Anik, Dadar and Colaba to cater to day-to-day requirements of various sections of Electric Supply Division.

3. **City Bank Section:**

The Citi Bank Section, which is a part of Bills Section of the Materials management Department, carries out the work such as Online/ NEFT/RTGS Receipts of EMD, SD and Tender Fees, Refund of EMD and SD, generation of daily and monthly reports, etc.

4. **Customs and Clearance Section:**

Looks after the clearance of consignments received from foreign and outstations suppliers from docks, railways, transport contractors' godowns. This section is responsible for payment of Customs duties, dock charges, etc. This sections follows up matters regarding claims and renewal of import licences.

5. **Bills Section:**

Responsible for prompt payments of the suppliers' bills.

6. **Establishment Section:**

Looks after all matters concerning staff and labour, postings, transfers, over time, granting of various allowances to the staff, etc.

7. **Sales (Disposal) Section:**

The scrap and obsolete materials from all the departments of the Undertaking is received, sorted out and stored at Sales section at Oshiwara. The sale of such materials is done through e-auction.

8. **Issue of Petrol:**

There are three major Petrol Pumps, one each at Colaba, Ghatkopar and Dadar. Petrol received through Oil companies is stored in the underground tanks and issue of the same is made to the Motor-Vehicle fleet of the Undertaking and also to the cars of the officers of the Undertaking. The Petrol Pumps are controlled by the respective Depot Stores of M.M. Dept.

9. **Accounts Section:**

Maintains complete records of the Stores inventory and accounting.

10. **Despatch Section:**

Handles internal and external correspondence.

**4 (b)(ii) : The Powers and duties of its officers and employees:**

The Materials Management Department is headed by Asst. General Manager (Materials) and other officers and staff on roll as on 31.08.2015 are as follows:

Sr. No.	Grade	Designation	No. of posts
1	A-1(Sr.)	Asstt. General Manager (Materials)	1
2	A-1	Chief Materials Manager	1
3	A-2	Dy. Chief Materials Manager	1
4	A-3	Materials Manager	1
5	A-4	Dy. Materials Manager	7
6	A-5	Assistant Materials Manager	1
7	A-5	Asst. Administrative Manager (Materials)	1
8	A/G X	Sr. Materials Management Officer	7
9	A/G IX	Materials Management Officer	11
10	A/G IX	Materials Management Officer (C & C)	1
11	A/G VIII	Asst. Mat. Mgt. Officer	51
12	A/G VII	Supervisor	36
13	A/G V	Stenographer	7
14	A/G V	Clerk	85
15	A/G V	Clerk-cum-Typist	42
16	A/G V	Shop-Recorder	56
17	A/G II	Jamadar	2
18	A/G I	Sepoy	22
19	T-2	Muccadam	10
20	T-1	Heavy Nawghany	10
21	T-I	Nawghany	90
22	P 2/GIII	M.V. Driver	5



**DUTIES & RESPONSIBILITIES OF OFFICERS / STAFF OF MATERIALS MANAGEMENT DEPARTMENT**  
**(HEAD OFFICE, COLABA)**

Sr. No.	Design.	Jobs carried out
	AGM(M) (Head of Branch)	<ul style="list-style-type: none"> <li>i) AGM(M) is the Head of Materials Management Department and is responsible for purchases, storage and issue of all types of materials required by the Undertaking.</li> <li>ii) Despite of this, the following functions are highlighted:</li> <li>iii) Forecasting of demands, determination of stock levels and recoupment levels applicable to all purchases from time to time after studying the past market position and planned policies of the Management.</li> <li>iv) Cost avoidance and cost reduction in purchases.</li> <li>v) Reduction in inventory and improving service level.</li> <li>vi) Initiating the policy on authorization of purchases and selection of suppliers.</li> <li>vii) Controlling the system on reporting of quantity and quality of materials.</li> <li>viii) Ensuring proper maintenance of records, showing authorization of the purchases, placing of orders, follow up of delivery schedules, inspection, receipt and accounting of materials purchased, payment to suppliers, liquidating advance payments, etc.</li> <li>ix) Avoidance of cases of double payment or over payment by being vigilant at various stages of payment.</li> <li>x) Ensuring payments, according to the agreed payment rates/terms.</li> <li>xi) Review of cases of over-stocking and stoppage of work due to materials out of stock.</li> <li>xii) Ensuring deliveries from suppliers, according to schedules, levying of penalty in case of delayed supplies.</li> <li>xiii) Handling cases of risk purchases.</li> <li>xiv) Acceptance and refund/forfeiture of Security Deposits/Earnest Money Deposits against various tenders.</li> <li>xv) Cancellation of permanent registration of the firms, refund/forfeiture of Permanent Security Deposit</li> <li>xvi) Awarding contracts, according to powers delegated from time to time.</li> <li>xvii) Sanctioning of leave, according to the powers delegated from time to time.</li> <li>xviii) Organization of work in the whole department and laying down norms and involving methods of effective control.</li> <li>xix) Maintenance of confidential records of staff/officers and scrutiny of complaints of suppliers and important decisions of the Management pertaining to the department.</li> <li>xx) Responsibility of disposal of scrap materials by Auction/Sales Tenders.</li> <li>xxi) Attending various meetings with the G.M., other Heads of Departments and officers of Materials Management Department</li> <li>xxii) Scrutinizing various Committee Proposals for purchases/reporting, as per the statutory requirement, before putting up the same for G.M./BES&amp;T Committee.</li> <li>xxiii) Implementation of e-tendering, e-auction and e-office procedures.</li> <li>xxiv) Monitoring of various projects, policy decisions, day-to-day working of EDP Dept., as this department is now under the administrative control of the AGM(M).</li> <li>xxv) Any other duties that may be assigned by the G.M. from time to time.</li> </ul>

Sr. No.	Design.	Jobs carried out
	CMM	<ul style="list-style-type: none"> <li>i) Insuring proper maintenance of records, showing authorisation of the purchases, placing of orders, follow up of delivery schedules, inspection, receipt and accounting of materials purchased, payment to suppliers, liquidating advance payments, etc.</li> <li>ii) Avoidance of cases of double payment or over payment by being vigilant at various stages of payment and monitoring the liquidation of advance payment.</li> <li>iii) Review of cases of over-stocking and stoppage of work due to materials out of stock.</li> <li>iv) Acceptance and refund/forfeiture of Security Deposits/Earned Money Deposits against various tenders.</li> <li>v) Awarding contracts, according to powers delegated from time to time.</li> <li>vi) Sanctioning of leave, according to the powers delegated from time to time.</li> <li>vii) Organisation of work in the section and laying down norms and involving methods of effective control.</li> <li>viii) Maintenance of confidential records of staff/officers.</li> <li>ix) Scrutiny of complaints received from suppliers and take necessary corrective measures and actions required thereon.</li> <li>x) Attending Hardware Recommendation Committee and various other meetings called by the AGM(M)/G.M.</li> <li>xi) Scrutinizing various Committee Proposals for purchases/reporting, as per the statutory requirement, before putting up the same for G.M./BES&amp;T Committee.</li> <li>xii) Carrying out Depot/Godown Visits.</li> <li>xiii) To attend to legal matters pertaining to Materials Management Dept.</li> <li>xiv) To reply to the various observations/queries raised by the Committee Members.</li> <li>xv) To reply to the State Govt. / BMC Auditors queries.</li> <li>xvi) To check monthly bulletin, Statements of Accounts, Cash flows statements.</li> <li>xvii) To vigil and monitor materials received at Scrap Yard, auction and delivery of materials.</li> <li>xviii) Assists AGM(M) in carrying out the duties and responsibilities of H.O.D.</li> <li>xix) Any other work entrusted to him by the AGM(M)/G.M. from time to time.</li> </ul>
	MM (Co-ordn.)	<ul style="list-style-type: none"> <li>➤ Acts as an Coordinator between the Heads of various Purchase Control Units and CMM / AGM(M) following up of various instructions given by CMM/AGM(M) and coordinating the reports received from various Purchase Control Units and putting up the same for AGM(M)'s information/approval.</li> <li>➤ A providing authority of proposals received through e-office having contractual value more than 2 lacs upto 3 lacs.</li> <li>➤ Scrutiny and signing of bill vouchers of Bills-II Section.</li> <li>➤ Monitors the Bills-II and ensures timely payment to the suppliers, availing cash discount, wherever applicable.</li> <li>➤ Monitoring the SRN Control Section and ensuring the timely despatch of SRN to EDP Dept. for processing of T.R. and giving necessary information to Accounts Dept. regarding the purchases made during the month.</li> <li>➤ Monitoring of CITY Bank Section which deals why on-line receipt and refund of EMD &amp; S.D.</li> <li>➤ Correspondence with the suppliers for incorrect invoices/refund of EMD/SD etc.</li> <li>➤ Co-ordination with Sectional Heads for various projects assigned by AGM(M).</li> <li>➤ Any other work that may be assigned by CMM / AGM(M) from time to time.</li> </ul>



Sr. No.	Design.	Jobs carried out
	AAM(M)	<p>AAMM is in-charge of various sections of Materials Management Dept. at Colaba, i.e. Establishment, Stores-Accounts, Petrol, Advance Payment, Customs and Clearance, etc. The duties and responsibilities of this post are as under:</p> <p><b><u>Establishment Section</u></b></p> <ul style="list-style-type: none"> <li>i) Maintains Index of all the staff/officers of M.M. Dept. and arranges for their Transfers/Promotions.</li> <li>ii) Prepares Annual Budget, i.e. variation in Establishment Schedule, Budget Estimate and augmentation of Budget grants.</li> <li>iii) Following up of filling in vacancies by sending proposals along with justifications and subsequent follow up.</li> <li>iv) Putting up proposals for sanction of O.T., Acting Arrangements, combination of appointments, Transfers, Promotions, Confirmation, Termination of Services, Resignations, Revalidation of lapsed posts, etc.</li> <li>v) Putting up proposal for Management's sanction for purchase of various requirements of the department and following up the same.</li> <li>vi) Preparation of departmental seniority list</li> <li>vii) Certifies the Final Dues Bills, Gratuity Bills, P.F. Bills, etc.</li> <li>viii) Issuing of Notices of termination of services, superannuation, invalidation, dismissal, etc.</li> <li>ix) Monitoring other establishment matters like scholarship, allowances, recovery from the employees, payment of Rs.1000/- towards books expenditure, funeral expenses, subsidy, festival advance, payment and recovery, L.T.A., encashment of leave, leave without pay, special leave, deputation, etc.</li> <li>x) Receipt of all MCA Queries, distributing the same to the concerned section, following up the replies and maintaining records of the same.</li> <li>xi) Compiles all the required information for preparation of Administrative Report and departmental Bulletin.</li> <li>xii) Putting up of Confidential Reports of all 'B' Grade officers working under him.</li> </ul> <p><b><u>Stores-Accounts</u></b></p> <ul style="list-style-type: none"> <li>i) Ensures that all requisitions and credit notes received from the Depots in a regular flow and send to EDP Dept. and is also responsible for compiling statistical information that will be called for by the Management, Government Bodies or Private parties in respect of purchases and consumption of stores materials. Keeps track on the outflow of funds from various grants and submits monthly statements to Accounts Dept. in respect of administrative expenses.</li> <li>ii) Putting up of draft notes to BES&amp;T Committee in respect of adjustments, shortages, excesses, writing off 460K(d), (L), (M), etc.</li> </ul> <p><b><u>Bills-I Section</u></b></p> <ul style="list-style-type: none"> <li>i) Payment of materials and Liquidation of Advance Payment made to the suppliers and other parties.</li> <li>ii) Makes correspondence with suppliers regarding short/excess payment, recovery, incorrect invoices, applicability of statutory levies, renewal of registration, etc.</li> </ul> <p><b><u>Registration of firms</u></b></p> <p>Cancelling of registration, refunding and forfeiture of permanent security deposit.</p>

Sr. No.	Design.	Jobs carried out
	Contd...	<p><b><u>Customs &amp; Clearance</u></b></p> <p>To supervise</p> <ul style="list-style-type: none"> <li>i) Clearance of consignments received against FOR destination.</li> <li>ii) Arranging for clearing consignment received from overseas parties.</li> <li>iii) Liquidation of advances drawn for payment of Octroi, Freight, Insurance, etc.</li> <li>iv) Correspondence with MMC regarding refund of excess Octroi paid.</li> <li>v) Arranging contract for Transportation &amp; Clearance of material and making payment to such a contractor regularly after thorough scrutiny of the Job Sheets received.</li> <li>vi) Arranging for survey in case the consignments are found in damaged condition.</li> <li>vii) Recovery of demurrage, wharfage, etc.</li> </ul> <p><b><u>Petrol</u></b></p> <p>To supervise refund and recovery of value of petrol drawn by the officers eligible for the same. Any other duties entrusted to him by the AGM(M) from time to time.</p>

### **AGM(M)'S OFFICE**

	MMO (PA to AGM(M))	<p>PA to AGM(M) looks after the job of scrutiny of Committee Notes, important other proposals, etc. being received at H.O. through e-office.</p> <p>Attending of various queries being received from AGM(A) or G.M.</p> <p>Issuing various types of circulars / instructions</p> <p>Follow up programme</p> <p>Receiving and sending 'e' mails various notes etc. to respective sections</p> <p>Receiving / sending fax to inter department/outside parties etc.</p> <p>Obtaining various information on internet</p> <p>Making arrangement of various meetings</p> <p>Keeping the track of various appointments</p> <p>Attending various types of phone calls</p> <p>Getting work done from the fellow staff members</p>
	Supervisor/AAO(P)	<ul style="list-style-type: none"> <li>➤ Comparison of all Draft Committee Notes which are re-typed at Head Office.</li> <li>➤ To give copies of the BCRs/Circulars/Minutes required by AGM(M)/PA to AGM(M) from time to time.</li> <li>➤ To take fortnightly rates of HSD Oil, CNG and Petrol from HSD Oil Section Dadar.</li> <li>➤ Compilation of Agenda Items of the BEST Committee Meeting received in AGM(M)'s office and to post the same in Agenda register kept in AGM(M)'s office.</li> <li>➤ Preparation of Agenda folder for AGM(M)</li> <li>➤ Notings of various meetings arranged by the management on the Notice Board and also in e-calendar.</li> </ul>

**AGM(M)'S OFFICE (Contd.)**

Sr. No.	Design.	Jobs carried out
	CLERK/SUP(P)	Carries out the job of scrutiny of proposals, Committee Notes, etc. received through e-office / e-mail, as instructed by the PA to AGM(M), and brings the discrepancies found to the notice of the PA to AGM(M).
	SR STENO	<ul style="list-style-type: none"> <li>➤ Retyping of various Draft Committee Notes corrected by PA to AGM(M)/AGM(M) and also to sent them to respective PCU's by 'e' mail/ fax and to inform them on telephone.</li> <li>➤ Typing of various urgent drafts/notes given by Kussara/Dadar/Oshiwara Officers whenever they came to Head Office.</li> <li>➤ Typing of various drafts/ minutes/ notes/ circulars given by AGM(M).</li> <li>➤ Receiving E-mails from various sections of Materials Management Department and to intimate the same to respective sections/persons. If it is not collected by them, matter is to be follow up with PA to AGM(M).</li> <li>➤ Sending E-mails to various sections of Materials Management Department and Other Department of Undertaking and to inform them on phone.</li> <li>➤ Entering day-to-day dispatch on computers, Filing of various papers in respective files, keeping record for monthly tea expenditure of AGM(M)'s office and also keeping record of Tea expenditure for scrutiny of e-auction and 460k(d) Committee Note received from Oshiwara Scrap Yard and PCU's respectively.</li> </ul>

**BILLS - I SECTION**

	MMO(Bills-I) AMMO(Bills-I)	<ul style="list-style-type: none"> <li>➤ Overall supervision and control of all the activities carried out in Bills-I Section.</li> <li>➤ Scrutiny and signing of Bill Vouchers prepared by Payment Clerk.</li> <li>➤ Scrutiny and checking of Outward Bills for recovery of various amounts such as penalty, adjustments, etc.</li> <li>➤ Following up of the Bill Vouchers till the cheque is drawn / payment made through NEFT / RTGS mode.</li> <li>➤ Replying to queries received from Internal Audit/MCA.</li> <li>➤ Following up of liquidation of advance payment made to suppliers.</li> <li>➤ Furnishing of necessary information to PCUs.</li> <li>➤ To supervise and monitor the utility of Imprest Cash allotted to the department.</li> <li>➤ Drafting correspondence to the suppliers.</li> <li>➤ Scrutiny of all incoming papers &amp; issue to concern Clerk by putting proper remarks to their further action.</li> <li>➤ Any other work assigned to him by AAM(M)</li> <li>➤ Scrutiny of Bill Vouchers prepared by Advance Payment Clerk.</li> <li>➤ Following up of the Bill Vouchers till the cheque is drawn.</li> <li>➤ Preparing draft reply to queries received from Internal Audit/MCA.</li> <li>➤ Following up of liquidation of advance payment made to suppliers.</li> <li>➤ Furnishing necessary information to PCUs.</li> <li>➤ To supervise and monitor the utility of Imprest Cash allotted to the department.</li> <li>➤ Drafting correspondence to the suppliers.</li> <li>➤ Scrutiny of all incoming papers &amp; issue to concern Clerk by putting proper remarks to their further action.</li> <li>➤ Monitoring weekly HSD payment to oil companies.</li> <li>➤ Any other work assigned to them by AAM(M).</li> </ul>
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**BILLS - I SECTION( Contd.)**

Sr. No.	Design.	Jobs carried out
	Supervisor CLERK/SUP(P) Clerk	<ul style="list-style-type: none"> <li>➤ Receipt of P.Os. and checking the clarity as regards payment terms, delivery schedule, etc.</li> <li>➤ Preparing of Bill Vouchers against the invoices received from the firms.</li> <li>➤ Receipt of SRN pertaining to Payment and extending valuation on the same.</li> <li>➤ Preparing of JE for liquidating the Advance Payment made to the suppliers.</li> <li>➤ Informing the PCUs periodically regarding the outstanding withheld amount.</li> <li>➤ Preparing of statistical data regarding the work carried out throughout the month and that pending, if any.</li> <li>➤ Inward all POs and invoices of the firms in OLIS.</li> <li>➤ Making note of payment to the suppliers by confirming from Cash Dept.</li> <li>➤ Any other work assigned to them by MMO(Bills-I) / AAM(M)</li> </ul>
	CLERK/SUP(P)	Preparation of OB Memos of both the Bills Sections and following the same with all payment clerks and reconciliation of the same with Accounts Dept.

**IMPREST CASH**

Sr. No.	Design.	Jobs carried out
	Supervisor CLERK/SUP(P)	<ul style="list-style-type: none"> <li>➤ Handling of Imprest Cash allotted to Materials Management Dept.</li> <li>➤ Putting up bills for Advance Payment.</li> <li>➤ Recoupment of Imprest Cash amount.</li> <li>➤ Preparing bills for various sundry items.</li> <li>➤ Liquidating the advance payments made &amp; preparing of J.E. Voucher &amp; SRN.</li> <li>➤ Compiling of Cash Flow statement and forwarding the same to Cash Dept.</li> <li>➤ Preparing of statements/information required departmentally and to be sent to other departments &amp; replying to Audit queries.</li> <li>➤ Any other work assigned to him by MMO(Bills-I) / AAM(M)</li> </ul>

**CUSTOMS & CLEARANCE**

Sr. No.	Design.	Jobs carried out
	AAO(P)  Clerk	i) Supervises the clearance of consignments received against FOR destination./ Door delivery. ii) Arranging for clearing consignment received from overseas parties. iii) Liquidation of advances drawn for payment of Octroi, Freight, Insurance, etc. iv) Correspondence with MMC regarding refund of excess Octroi paid v) Arranging contract for Transportation & Clearance of material and making payment to such a contractor regularly after thorough scrutiny of the Job Sheets received. vii) Arranging for survey in case the consignments are found in damaged condition. viii) Recovery of demurrage, wharfage, etc.

**BILLS - II SECTION**

	AMMO(Bills-II)	<ul style="list-style-type: none"> <li>➤ Overall supervision and control of all the activities carried out in Bills-II Section.</li> <li>➤ Scrutiny and signing of Bill Vouchers prepared by Payment Clerk.</li> <li>➤ Scrutiny and checking of Outward Bills for recovery of various amounts such as penalty, adjustments, etc.</li> <li>➤ Following up of the Bill Vouchers till the cheque is drawn / payment made through NEFT / RTGS mode.</li> <li>➤ Replying to queries received from Internal Audit/MCA.</li> <li>➤ Following up of liquidation of advance payment made to suppliers.</li> <li>➤ Furnishing of necessary information to PCUs.</li> <li>➤ Drafting correspondence to the suppliers.</li> <li>➤ Scrutiny of all incoming papers &amp; issue to concern Clerk by putting proper remarks to their further action.</li> <li>➤ Monitoring CNG payment to MGL</li> <li>➤ The SD, EMD, SMD, TND fees are received every day through on-line and NEFT/RTGS mode - daily statement checking work.</li> <li>➤ Any other work assigned to him by AAM(M) / MM(Co-ordination)</li> </ul>
	Supervisor/AAO(P)	<ul style="list-style-type: none"> <li>➤ Scrutiny of Bill Vouchers prepared by the Clerks.</li> <li>➤ Checking of extension of SRN valuation.</li> <li>➤ Ensuring timely preparation of vouchers and recovery against O.B. Memos and any other recoveries mentioned on the P.O.</li> <li>➤ Attending Telephone Enquiries from the suppliers and suitably replying the same.</li> <li>➤ Ensuring proper distribution of bills pertaining to Clerk on leave to other Clerks present.</li> <li>➤ Any other work assigned by AMMO(Bills-II) / MM(Co-ordination) from time to time.</li> </ul>

**BILLS - II SECTION (Contd.)**

Sr. No.	Design.	Jobs carried out
	Supervisor	Looks after the work of L.P. Allocation, Bulletin figures, SRNs checking work and checking work of SEMD/SD/TND fees refund / recovery statements, keeping attendance record of Bills-II section, establishment work, refund of SD/EMD/NEFT on-line checking work, purchase register summary entry work, City Bank monthly statement reconciliation work, concessional VAT, yearly statement, preparation work for getting C-VAT certificate from Sales Tax Authority and any other work assigned by the AMMO(Bills-II)
	Supervisor	Payment to the MGL for consumption of CNG, Bill Discount
	CLERK/SUP(P)	<ul style="list-style-type: none"> <li>➤ Receipt of P.Os. and checking the clarity as regards payment terms, delivery schedule, etc.</li> <li>➤ Entry of Bills in control chart / ledger and withheld statement</li> <li>➤ Preparing of Bill Vouchers against the invoices received from the firms and withheld payment</li> <li>➤ Receipt of SRN pertaining to Advance Payment P.Os. and extending valuation on the same.</li> <li>➤ Preparing of JE for liquidating the Advance Payment made to the suppliers.</li> <li>➤ Informing the PCUs periodically regarding the outstanding withheld amount.</li> <li>➤ Forwarding quarterly completed withheld statement to PCU</li> <li>➤ Attending telephonic enquiries from suppliers and suitable replying for the same</li> <li>➤ Preparing of statistical data regarding the work carried out throughout the month and that pending, if any.</li> <li>➤ Preparation of monthly bulletin statement</li> <li>➤ Preparation C-Form list for issue of C-Form</li> <li>➤ Yearly 67B statement</li> <li>➤ Any other work assigned to him by AMMO(Bills-II).</li> <li>➤ Making SRN entry in the register, Entry of bills against SRNs, any other work assigned to him by AMMO(Bills-II).</li> <li>➤ PO entry in the register, SRN entry against PO, PO amendment entry, SRN inwarding and punching in OLIS and any other work assigned to him by AMMO(Bills-II).</li> </ul>

**CITI BANK SECTION & ISSUE OF 'C' FORMS**

SUPERVISOR  CLERK/SUP(P)	<p>Exclusively looks after the work of issue of 'C' Forms to the suppliers and tackling of problems related to 'C' Forms, follow up with Sales Tax office as regards discrepancies in 'C' Forms, follow up with Tax consultant of the Undertaking for seeking his legal advice for the problems related to 'C' Forms and Bill voucher entries,/JE entry and despatch work, etc.</p> <p>The EMD/SMD/TND fees amounts are received every day through on-line and NEFT/RTGS mode. Therefore, they are required to carry out the following work:</p> <p><b><u>Online receipt</u></b> - The amount is received by Bill Desk and City Bank on behalf of the Undertaking as EMD/SMD/ TND Fees and then the same is reported to the Audit Dept. /Accounts Dept. and Cash Dept. in bulk every day. The record of the same is required to be maintained by them and for this, a separate moth-wise file is maintained and the respective record is stored therein. The discrepancy, if any, is required to be taken up with Bill Desk and City Bank.</p>
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**CITI BANK SECTION & ISSUE OF 'C' FORMS (Contd.)**

Sr. No.	Design.	Jobs carried out
	Contd....	<p><b><u>NEFT/ RTGS Receipts</u></b> - Vendors pay EMD/SMD through NEFT/RTGS and the amount is directly credited to our account on day-to-day basis. They are required to maintain the record of the same on day-to-day basis and for this, a separate moth-wise file is maintained and the respective record is stored therein. The discrepancy, if any, is required to be taken up with Citi Bank and TCU at Dadar.</p> <p>Procedure being followed by them is as under:</p> <ol style="list-style-type: none"> <li>1. Generation of report on daily basis</li> <li>2. Generation of Refund Advice</li> <li>3. Audit of Refund Advice</li> <li>4. Generation of Monthly Report</li> <li>5. Keeping record of details of bank account of firms for refund of EMD/SMD through NEFT/RTGS and also follow up of the same.</li> <li>6. Generation of Refund.</li> </ol> <p>Any other work assigned to them by AMMO(Bills-II) / MM(Co-ordn.).</p>

**ESTABLISHMENT SECTION:**

	MMO (Est.)	<ol style="list-style-type: none"> <li>i) Overall supervising of all establishment matters like transfers, promotions, allowances, superannuation, filling in vacancies, Acting/Combination arrangement, LTA/encashment of leave, scholarship, other benefits to the employees, etc.</li> <li>ii) Preparation of Emergency duty and posting of officers of M.M. Dept. and other departments during strike/bandh period.</li> <li>iii) Scrutiny of all records maintained in the section.</li> <li>iv) Allocating of staff evenly in case of absenteeism and ensuring that all the activities in the Establishment Section are carried out smoothly.</li> <li>v) Supervising the despatch section and ensuring that the despatch is sent regularly and solving any problem regarding vehicle required for despatch.</li> <li>vi) Allocating duties to the Sepoys and ensuring that the duties allocated to the Sepoys are performed properly.</li> <li>vii) Drafting proposals to the Management.</li> <li>viii) Forwarding all the statements required to be sent to the Management.</li> <li>ix) Monitors the work of Monthly Bulletin</li> <li>x) Compiling of proposals reported under section 460K(d), 460K(c) and 460M.</li> <li>xi) Maintaining record of PSD of firms and process for cancellation / refund thereof.</li> <li>xii) Any other work assigned to him by AAM(M) from time to time.</li> </ol>
	Supervisor	Looks after Establishment work, i.e. Transfer / Promotion / Relieving / Taking over duties, putting up acting / combination of appointment proposals for approval of the competent authority as also payment thereof, updating staff list on computer, sending of intimation letters to the members of staff

**ESTABLISHMENT SECTION (Contd....)**

<b>Sr. No.</b>	<b>Design.</b>	<b>Jobs carried out</b>
	Contd.....	on receipt of information from various sections of the Materials Management Department regarding absenteeism of members of staff remaining away from duties for a continuous period of 15 days or more. Checking / certifying various applications received for promotional posts, quarters, NOC for passport, education, etc.
	CLERK/SUP(P)	<p>Preparing of Staff Record files and filling in various forms, forwarding of taking over duties, following up of performance report in respect of confirmation/extension</p> <p>Receiving / Sending of S.R. Files, forwarding of Transfer Applications put up by the employees to the Personnel Dept.</p> <p>Arranging for interview for the post of Muccadam, preparing awaiting list of selected Nawghanies and to putting up their cases for promotion, as and when the vacancies are required to be filled in.</p> <p>Making various entries in S.R. Files. For e.g. change in name/addresses, grant of interest subsidy. Transfer. Promotion and annual increment, etc.</p> <p>Physical check up of Service Record files.</p> <p>Sending staff requisitions, as and when vacancy occurs and putting up cases for revalidation of lapsed posts.</p> <p>Putting up cases for personal promotion to members of staff of the M.M. Dept.</p> <p>Putting of proposals for additional increment to graduates.</p> <p>Forwarding payment advice for medical reimbursement, meal allowances, compiling O.T. statements.,</p> <p>Looking after the work as regards payment of Final Dues Bills, Provident Fund and Gratuity Bills of the retirees.</p> <p>Absentee memos of 'A' &amp; 'B' Grade Officers and entry in respective register.</p> <p>Maintaining leave forms, LTA forms of 'A' &amp; 'B' Grade Officers</p> <p>Putting up proposals regarding deputation of officers for approval of the management.</p> <p>Preparation of DA/TA bills, booking of Air/Rail tickets and passing of J/E.</p> <p>Preparing overtime statements, Scholarship, scrutiny of Scholarship application and preparing advices of Scholarship payments, Pension forms .</p> <p>Various leaves i.e. Leave without pay, Leave under S.R. 4.4.10. Attending cases under Workman Compensation Act, Accident leave, etc.</p> <p>Preparing seniority list of Officers/Staff, Docket forms, Temp. service spell of staff, Bio-data of Officers and employees.</p> <p>Renewal of membership of Indian Institute of Materials Management (IIMM).</p> <p>Replies to the applications sent under the Right to Information Act, scholarships to the children of the employees, absentee memo of all the officers of the M.M. Dept., etc.</p>
	SR STENO	<p>Taking dictation from AGM(M), CMM, MM(Co-ordination) and AAM(M) and other senior officers visiting Colaba Office.</p> <p>Self-drafting of the notes / letters as per instructions of his superiors from various sections at HO, Colaba.</p> <p>Retyping of various Draft Committee Notes corrected by PA to AGM(M)/AGM(M) and to send them for the signature of the AGM(M) through e-office as also other important proposals.</p> <p>Sending and receiving of e-mails, whenever required.</p> <p>Other routine typing work and various statements.</p>
	CL/TY/SUP(P)	English typing of internal notes, circulars, letters to outside parties, replies to Govt. Audit, replies to the queries raised by Committee members, etc.
	CL/TY/SUP(P)	Marathi typing of internal notes, circulars, letters to outside parties, replies to Govt. Audit, replies to the queries raised by Committee members, statement of proposals to be reported under section 460K(d), etc.



**DESPATCH SECTION:**

Sr. No.	Design.	Jobs carried out
	CLERK/SUP(P)	Receiving and forwarding of despatch and maintaining Registers of the same. Any other work that may be assigned to him by MMO(Est.) / AAM(M)

**PETROL SECTION:**

	CL/TY/SUP(P)	<p>Receipt of Petrol Requisitions from various officers eligible for petrol.</p> <p>Keeping an account of petrol drawn by each officer and advising Refund/Recovery, as the case may be.</p> <p>Sending advices to EDP/Audit Dept. regarding recovery/refund of petrol charges in case of officers due to retire.</p> <p>Attending discrepancies of requisitions in respect of wrong Ch.No., wrong quantity, wrong name, etc.</p> <p>Assisting In-charge of St. A/c Officer in respect of typing various proposals.</p> <p>Typing work of Establishment, Bills-I and Bills-II Section.</p> <p>Punching requisitions received from various depots of the Undertaking and preparing Refund / Recovery statements.</p> <p>Forwarding and despatching requisition of St. A/c Section received from various sections of MM Dept. to Accounts Dept. also looking after despatch table in absence of despatch table staff.</p> <p>Any other work assigned to him by AAM(M) from time to time.</p>
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**ADMIN. MISC.**

	CLERK/SUP(P)	<ul style="list-style-type: none"> <li>➤ Sending weekly advices of advertisement of tenders to various newspapers in rotation.</li> <li>➤ Housekeeping and sending of scrap to Oshiwara Scrap yard.</li> <li>➤ Issue of Brief cases to 'A' and 'B' Grade Officer.</li> <li>➤ Observation of attendance of all the staff working at M.M. Dept. Colaba.</li> <li>➤ Initiating notes for conducting departmental enquires, appointing Trying Officers, Appellate Authorities, etc. for approval of the AGM(M).</li> <li>➤ Any other work assigned by MMO(Est.) / AAM(M)</li> </ul>
	JAMADAR	<ul style="list-style-type: none"> <li>➤ Overall supervision of Sepoys posted at M.M. Dept., Colaba.</li> <li>➤ Allocating of duties to Sepoys.</li> <li>➤ Carrying out duties of Sepoy during urgency.</li> <li>➤ Any other work assigned to him by MMO(Est.) and PA to AGM(M).</li> </ul>

**ADMIN. MISC. (Contd.)**

Sr. No.	Design.	Jobs carried out
	JAMADAR(P) / SEPOY	<ul style="list-style-type: none"> <li>➤ The allocation of this post to different sections of M.M. Dept. at Colaba is as follows :</li> <li>➤ Establishment Section – 1</li> <li>➤ Adv. Payment Section – 1</li> <li>➤ Normal Payment Section – 1</li> <li>➤ Customs &amp; Clearance Section – 1</li> <li>➤ Despatch Section – 1</li> <li>➤ AGM(M)'s Office – 2</li> <li>➤ Their duties are as follows:</li> <li>➤ Carries outward despatch to C.B.D., Navi Mumbai, for submitting replies to State Govt. Audit queries.</li> <li>➤ Carries light weight samples and dispatches the same.</li> <li>➤ Operates xerox Machine</li> <li>➤ Fax urgent letters</li> <li>➤ Opens the windows, put on the lights and fans at the beginning of working day.</li> <li>➤ Ensures that the windows are closed and lights and fans put off during lunch hours and also at the close of day.</li> <li>➤ Cleans the tables and other furnitures and equipments in the department.</li> <li>➤ Stamps the bills and other documents.</li> <li>➤ Carries tender files to various PCUs and various other departments of the Undertaking.</li> <li>➤ Reports damages of property of the M.M. Dept. to the Head of the Section/Dept.</li> <li>➤ Any other work in connection with the above work, entrusted by the officers of the M.M. Dept.</li> <li>➤ Attends AGM(M)'s cabin, arranges refreshment for visitors to AGM(M) and any other work entrusted to him by the AGM(M) and PA to AGM(M).</li> </ul>

**STORES A/C. SECTION:**

	Supervisor/AAO(P)	<p>Overall supervision of Stores-Accounts Section.</p> <p>Preparation of various statistical reports, statements, information required by the Management and other departments.</p> <p>Initiate proposals to obtain Management sanction for Capital / Revenue expenditure of the MMD.</p> <p>Preparation of Revenue Budget / Capital Budget / Performance Budget of the MMD</p> <p>Administrative Report of the MMD</p> <p>Stock verification Committee Note</p> <p>Work in respect of closing of accounts.</p> <p>Any other work assigned to him by MMO (Est.) / AAM(M) from time to time.</p>
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**STORES A/C. SECTION (Contd.)**

Sr. No.	Design.	Jobs carried out
	CLERK/SUP(P)	<p>Monthly re-conciliation of T.R.            Advising of adjustments to rectify the errors in T.R.            Receipt of requisitions from all the Depot Stores and arranging them depot-wise for onward despatch to Accounts Dept. and sent to EDP.            Receiving despatch from EDP Dept. and distributing the same to the concerned section.            Adjustments against the S.V. Sheets - Preparing JEs. - Punching - Statement of 804.            Keeping record of MCA queries received in the department and sending the same to the concerned sections, following up action till closure of queries.            Replies to MCA queries and State Govt. Audit queries            Yearly liquidation of various A/c Codes of MMD            Reconciliation of Ledger 586            Provides various annual data of MMD to Accounts Dept. and MCA.            FOC and 015 SRN punching and valuation.            Translation English to Marathi - Work received from AGM(M) and CMM            Obtain various data from MCA on monthly basis.            Processing work of EDP.            Provide statistical information to user dept.            Any other work assigned to them by AGM(M)/CMM/AAM(M)/ MMO(Est.).</p>

**SYSTEM ADMIN.:**

	CLERK/SUP(P)	<p>Looking after the work as a System Admin, taking daily back up of data generated through OLIS received from various sections of the M.M. Dept. located at Dadar and Kussara, reconciliation of Account Code 721, replies to users' queries relating to OLIS, rendering help to staff members in getting acquainted with e-office operation.</p>
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**DUTIES & RESPONSIBILITIES OF OFFICERS / STAFF OF MATERIALS MANAGEMENT DEPARTMENT**  
**(T-I Section)**

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
1.	DMM(Sr.)	<p>The Dy. Materials Manager (Sr.) assists the CMM/AGM(M) in the Management of the Materials Management Department. He is in charge of <b>Transport-I, Transport-II &amp; General Section</b> of Materials Management Department, which looks after the procurement of materials for the Undertaking &amp; also he is required to carry out the following functions:-</p> <p><b><u>RESPONSIBILITIES:-</u></b></p> <p>Forecasting of materials demands, determination of stock and Recoupment levels applicable to all purchase sections – right quantity to be determined.</p> <p>Suggesting means for cost avoidance and cost reduction in purchases. Reduction in inventory and improving service level.</p> <p>Suggesting the policy on authorization of purchases and selection of suppliers.</p> <p>Controlling the system on reporting of quantity and quality of materials.</p> <p>Ensuring proper maintenance of records, properly showing authorization of the purchases, placing of orders, follow up of delivery schedules, inspection, receipt and accounting of materials purchased payment to suppliers according to the agreed payment rates, terms etc.</p> <p>Review of cases of over stocking as well as shortage and non-availability of materials, which may affect working of the department.</p> <p>Handling cases of risk purchases.</p> <p>Award of contracts according to purchase powers delegated to him from time to time.</p> <p>Organizing work in the sections of the Materials Management Dept. under his charge and laying down norms and evolving methods of effective control.</p> <p>Any other duties that may be assigned by Assistant General Manager (Materials) from time to time.</p> <p>Reporting directly to Assistant General Manager (Materials).</p> <p><b><u>DUTIES:</u></b></p> <p>His duties fall in 2 categories:</p> <p><b><u>DAILY ROUTINE:</u></b> The work is divided in 3 main categories as under :-</p> <ul style="list-style-type: none"> <li>Administration</li> <li>Procurement &amp; Inventory and</li> <li>Operations</li> </ul>

Sr. No.	Design.	Job carried out
	Contd....	<p><b><u>ADMINISTRATION:</u></b></p> <p>Officer papers, staff matters  Import application / licences  Stock check  Planning and adopting procedures  Budget control  Buyer's and Seller's relations etc.</p> <p><b><u>PROCUREMENT &amp; INVENTORY:</u></b></p> <p>Indigenous purchases and servicing contracts  Operation of ASRTU's Rate Contracts/Block Sanction  Foreign purchases  Standardization and coding of material  Materials planning and programming  Stock Records (quantity and value)  Foreign Exchange Requirements  Clearance from the Directorate General of Technical Development (DGTD)  Development of indigenous sources of supply  Excess / surplus stock, proposal to write off and inventory control, the same being a vital parameter in the economic of Stores Department.  Approving purchase contracts upto the value of Rs.1,50,000/- in each instance from the lowest tender.</p> <p><b><u>OPERATION :</u></b></p> <p>Receiving materials, inspection, handling &amp; storage  Preservation &amp; up-keeping  Issue / delivery etc.</p> <p><b><u>OCCASIONAL DUTIES :</u></b></p> <p>Visit to various Depot Stores, inspection of Fuel pumps  Meeting with users  Meetings with Stores Officers  Attending Seminars on deputation  Outstation visits in connection with the Supply and Import Licence  Factory inspection for the purpose of registration of firms  Collection of samples from Production Line of the suppliers who are on Trial Rate Contracts and dispatch of the same to CIRT as per the directive of ASRTU.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
2	DMM	<p>In-charge of Materials Management Section. Transport – I attached to the Bus Workshop is responsible for procurement of Bus Chassis. Fabrication &amp; Mounting of Bus Bodies &amp; Purchase of Other Vehicles required for the Undertaking. He procures Tyres &amp; High Speed Diesel &amp; Petrol. Etc. &amp; assignments given by Material Manager &amp; Asstt. General Manager (Materials) from time to time. He has power of approving the Contract Purchase proposal up to Rs. 60.000/-. He is also required to sign the Purchase Orders &amp; Acceptance Letters above Rs. 25.000/-.</p> <p><b>RESPONSIBILITIES &amp; DUTIES ATTACHED TO THE POST OF DY. MATERIALS MANAGER (T-I) IN GRADE A-4: -</b></p> <p>The Dy. Materials Manager (T-I) is in charge of the Materials Management (T-I) Section. Dadar and primarily looks after the procurement and issue of approx. 2800 bus &amp; workshop spares required by the Transportation Engineering Department. He is responsible for timely purchases, proper storage and issue of various types of bus spares and workshop spares required by the Transportation and Engineering Department and is required to carry out the following functions: - Responsibilities and duties are divided into Daily Routine and Occasional Duties.</p> <p><b><u>DAILY ROUTINES</u></b></p> <p>Forecasting of demands of spares, determination of Stock and Recoupment levels applicable to Workshop Stores. Directing subordinate staff as regards stock out. Cost avoidance and cost reduction in purchase. Reduction in inventory and improving service level. Initiating and scrutinizing Annual Schedules and Recoupment Slips pertaining to his/her section at the proper time. Ensuring proper maintenance of bin cards and other records for this purpose. Controlling the system of reporting of quantity and quality of materials. Initiating and progressing of tendering action through Tender Control Unit. Inviting and opening of tenders, evaluation of tenders, obtaining recommendations wherever necessary. To attend Tender Committee Meeting as a Secretary and prepare notings of the Tender Committee Meeting. To scrutinize Draft Committee Notes and GM Notes and correct the discrepancies, if any.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
3	SMMO	<p>To decide the mode of purchase and authenticate names of the firms to whom the tenders / enquiries are to be sent.</p> <p>To look after the administrative work and assists the DMM / AMM and coordinates with the work of the department.</p> <p>To scrutinized the Purchase Proposal initiated by AMMOP's.</p> <p>To co-ordinate the works of AMMOP's working under him.</p> <p>To conducts charge-sheet enquiries under standing orders as and when entrusted to him.</p> <p>To approve the Purchase Proposals for the Contract Value upto the delegated powers from time to time.</p> <p>To enter into contract for values upto the delegated powers from time to time.</p> <p>Directing AMMOs under him for constant follow up of the purchase orders &amp; setting materials in time.</p> <p>Directing AMMOs under him for initiating AF for price variation change in part number quantity. Visiting Transit Stores and TCU occasionally if instructed to do so by SMMOP.</p> <p>Visiting supplier's factories for collection random samples under instruction from AMM (T-I). when required by ASRTU and arranging to send the same to CIRT and making necessary correspondence .</p>
4	SMMOD	<p>Overall Control &amp; Supervision of work of Depot Stores.</p> <p>To decide the location for stacking of material.</p> <p>To verify the Bin Cards.</p> <p>To verify the Indent for recoupment of the stock as per Recoupment Level i.e. RS / LSF.</p> <p>To certify the Purchase Forms i.e. certifying Non Stock Item.</p> <p>To verify the Shortage / Excess on Stock Verification Sheet.</p> <p>To give reply for Shortage / Excess in Stock Verification Sheet with due Justification.</p> <p>To certify the Stores Receipt Note.</p> <p>To certify the opening &amp; closing of the stock items.</p> <p>Surprise visits to various Godown attached to Depot Stores for verifications of stock.</p> <p>To solve the day-to-day grievances of staff working in Depot Stores.</p> <p>To allocate various duties to the staff</p> <p>General supervision in all Bus-Stores.</p> <p>Supervision on Recoupment of material / Inventory control / SRN finalization.</p> <p>Tender opening.</p> <p>Departmental enquiries against employees reported by sectional in-charge / AAMM</p> <p>Over all control over workshop stores i.e. work pertaining to subordinate supervisory/ schedule / non-schedule staff.</p> <p>Negotiations with local body authority and Govt. authority in connection with various licenses &amp; permits and other matters consultation with DMM (T-I)</p>



<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
5	MMOD	<p><b><u>BUS- STORES</u></b></p> <p>To assist the Depot Officer in his day-to-day activities.</p> <p>Overall Supervision of Depot Stores.</p> <p>To maintain records of materials in Consumers Operated Spares &amp; Units Depot of Ashok Leyland Ltd. &amp; Rane Luk.</p> <p>To arrange to recoup the materials in Consumers Operated Spares &amp; Units Depot (COSUD).</p> <p>To arrange to issue the materials from the COSUD.</p> <p>To arrange to inform consign Purchase Officer for the payments of the materials consumed from COSUD.</p> <p>Stock verification of COSUD materials.</p> <p>To arrange to issue / receive the samples.</p> <p>To arrange to issue the materials to outside firms under Unit Exchange Scheme.</p> <p>To deal with staff matters of Depot Stores.</p> <p>To arrange to preserved the record such as Bin –Cards, Master Register, and Tender Files etc.</p> <p>To arrange to dispose of Tender File on respective due date.</p> <p>To act as a signing authority for various documents such Grain Requisitions, Materials Requisition, and Materials Despatch Note etc.</p> <p>To Verify the Bin-Cards.</p> <p>To carry out all the duties in absences of MMOD.</p> <p>He is the responsible for closing and opening of Depot Stores. (He has to seal the Depot Stores while closing.)</p>
6	AMMO(Tr. Store)	<p>He is the in-charge of Transits Stores for T-I &amp; T-II Sections.</p> <p>To give acknowledgement for the materials received from the suppliers.</p> <p>To manage for opening of packing of the materials received in Transits Stores.</p> <p>To manage to get the material counted received from suppliers.</p> <p>To arrange to report for shortage / excess of any material, to PCU.</p> <p>To arrange to inform representative of insurance company i.e NIA for certification of shortages.</p> <p>To arrange to dispatch the material to suppliers for repairs etc.</p> <p>To arrange to dispatch the rejected materials to suppliers.</p> <p>To arrange to hand over the materials to inspection department.</p> <p>To obtain inspection report.</p> <p>To obtain necessary requisitions for the materials issued before SRN.</p> <p>To hand over the materials against SRN to Depot Stores.</p> <p>To follow-up for SRN with PCU.</p> <p>To arrange to keep the materials received from the suppliers.</p> <p>To give the information for receipt of materials to the PCU &amp; higher authority as &amp; when required.</p> <p>To issue the cheques the suppliers in case of payment condition is payment against deliver.</p> <p>To follow-up for disposal of rejected materials with PCU.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
7	MMOP	<p>To decide the mode of purchase and authenticate names of the firms to whom the tenders / enquiries are to be sent.</p> <p>To approve the Purchase Proposals for the Contract Value upto the delegated powers from time to time.</p> <p>To enter into contract for values upto the delegated powers from time to time.</p> <p>To scrutinized the various Purchase Proposal, Comparatives Statement, all other related statement furnish by AMMOPS working under him.</p> <p>Directing AMMOs under him for constant follow up of the purchase orders &amp; setting materials in time.</p> <p>Directing AMMOs under him for initiating AF for price variation change in part number. quantity. Visiting Transit Stores and TCU occasionally if instructed to do so by SMMOP.</p> <p>Visiting supplier's factories for collection random samples under instruction from AMM (T-I). when required by ASRTU and arranging to send the same to CIRT and making necessary correspondence –</p> <p>Conducting charge sheet and summary enquiries whenever asked to do – any other duties assigned to him by him Senior Officer from time to time.</p> <p>To scrutinized the tender file of TCU's after tender opening.</p>
8	AMMO	<p>The group wise separate Ledger Folios are allocated to 13 nos. of officers posted in T-I Section.</p> <p>The Duties to be carried out by each of these officers are as follows –</p> <p>All AMMOPs in Purchase Control Unit are required to take all necessary actions for procurement of materials under vertical System and are responsible for the said actions.</p> <p>To scrutinize the PF, RS, LSF and reminders received from depot.</p> <p>To initiate the Annual Requirement Schedule Statement for obtaining requirement from the user department.</p> <p>To workout the tender quantity against the Annual Requirement Schedule.</p> <p>To verify the Tender Quantity, Specification, Drawing, etc. on indent document.</p> <p>To take note of all the indents in the Control Chart</p> <p>To reply Internal Audit and Municipal Audit queries</p> <p>To calculate R.P. / L/D. amount in case of delayed supply from the firms</p> <p>To initiate R.P. / L.D. statement.</p> <p>To scrutinized the completed Tender Files &amp; to take necessary action for preserving and disposal of the same.</p> <p>He is assigned duties to take necessary step to make materials available pertaining to him to avoid the Bus on Hold position of</p> <p>To initiate proposal for opening of Tender.</p> <p>To scrutinize the Tender Forms received from TCU section.</p> <p>To scrutinize the Tender File after opening of tender received from TCU Section.</p> <p>To prepare the Comparative Statement.</p> <p>To initiate Purchase Proposal for approval of appropriate authority.</p> <p>To prepare list of points to be discussed in TCM.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
	Contd....	<p>To prepare Draft Committee Notes. GM Notes.  To send Committee Notes and GM Notes for approval of Head of the Branch after the Tender Committee Meeting (TCM).  To prepare Final Committee Notes. GM Notes. after obtaining the approval of the Drafts of the Committee Notes and GM Notes and send the same to the respective signing authorities.  To initiate relevant correspondence with the firms while finalizing the Tender.  To initiate Acceptance letters for approved Purchase Proposal.  To obtained Security Deposit against Acceptance Letters.  To initiate Purchase Orders for approved Purchase Proposal/ against Acceptance Letter .  To put up various Proposals to amend the Purchase Orders.  To send reminders. letters. notices.  To initiate correspondence with the firm's letters  To scrutinized &amp; certify Stores Received Notes.  To assign the Vendor rating  To initiate rejections letters to firm.  To initiate Claims against the rejections / Short Supply for which advance payment is made.  To follow-up with the firms for replacement of rejected / settlement of the claims.  To certify EMD / SD refund advices.</p>
17	Supervisor/OA(P)	<p>To take out the list of items for which recoupment of materials is required.  To dispatch the Recoupment Slip to User Department for obtaining requirement for next 12 months.  To work out the Tender Quantity as per the prevailing procedure.  To update Bin –Cards / Master Register for the changes made by the User Department i.e. Part No., Specification, Drawing No. etc.  To arrange to dispatch the Recoupment Slip duly signed by MMOD to concern Purchase Officers.  To take note of Recoupment Slip on respective Bin-Cards.  To keep record of flow of Recoupment slip.</p>
20	Supervisor	<p>Assist AG/VIII Officer in Vertical System.  To Type Proposals.  To Type Acceptance Letters.  To Type Purchase Orders  To type Amendment Form.  To Type Reminders incase of delivery schedule is over.  To Type Stores Received Notes.  To type Rejection letter incase of rejected material.  To Type Reminder &amp; Notices due to non-supply of material.  To Type Claim Letters in case of Short Supply / Rejection for which advance payment is made.  To Type Reminder &amp; Notices for settlement of Claims.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
21	Supervisor	<p>To take out the list of items for which recoupment of materials is required.</p> <p>To dispatch the Recoupment Slip to User Department for obtaining requirement for next 12 months.</p> <p>To work out the Tender Quantity as per the prevailing procedure.</p> <p>To update Bin –Cards / Master Register for the changes made by the User Department i.e. Part No., Specification, Drawing No. etc.</p> <p>To arrange to dispatch the Recoupment Slip duly signed by MMOD to concern Purchase Officers.</p> <p>To take note of Recoupment Slip on respective Bin-Cards.</p> <p>To keep record of flow of Recoupment slip.</p>
22	CLERK	<p>To assist MM.</p> <p>To keep record of Time Bound Actions.</p> <p>To remind “A” &amp; “B” officers for implementation of various instruction given by AGM(M)/MM from time to time.</p> <p>To scrutinized Tender Files pertaining to T-I, T-II &amp; General Section in case the proposal is initiated for approval of MM. AGM(M), Addl. GM, G.M. &amp; Committee.</p> <p>To scrutinized proposals initiated by all AMMOPs of T-I, T-II &amp; General Section for approval of MM, AGM(M), Addl. GM, G.M. &amp; Committee.</p> <p>To attend the telephone message of Head Office.</p> <p>To pass on the telephonic messages to the MM / DMM /other Officers.</p>
23	CLERK	<p>To assist AMM/ DMM in their Administrative Work.</p> <p>To complied Rate Contract Purchase Order received from AMMOPs from T-I &amp; T-II Section.</p> <p>To arrange to dispatch above Purchase Order to ASRTU with in Time Limit for every month.</p> <p>To attend the ASRTU’s papers &amp; collect necessary data from the officers.</p> <p>To sort out the Rate Contract Circulars received from ASRTU.</p> <p>To file the Rate Contract Circulars in respective item wise file.</p> <p>To issue the E-mail messages received every day.</p> <p>Correspondence with the firms in respect of Factory Inspection in case of registration with the Undertaking</p> <p>To arrange for Factory Inspection of the firms.</p> <p>Correspondence with the firm in respect of collection of Random Sample for ASRTU.</p> <p>To arrange for the collection of Random Sample from the firm.</p> <p>To compile &amp; prepare the Lead Time / Statistical Statement.</p> <p>To forward the same to AOMM / AGM(M).</p> <p>To prepare statement of pending SRNs.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
24	CLERK/SUP(P)	<p>To assists DMM in their day-to-day work.</p> <p>To attend the various assignments given by his superiors</p> <p>To look after the Administrative needs of the DMM like important papers. Notes.</p> <p>To file all the reports</p> <p>To attend the telephonic messages of Head Office.</p> <p>Looking after establishment matters.</p> <p>Preparing Absentee memo of A &amp; B grade officer.</p> <p>Filing of the papers</p> <p>Follow up with the different depts.</p> <p>To attend the Administrative work of all staff members of the T-I Section.</p> <p>To maintain the attendance of all staff including 'A' &amp; 'B' Grade Officers.</p> <p>To maintain the attendance of all the staff of Transit Stores</p> <p>To maintain the attendance of all the staff of Bus Stores.</p> <p>To give staff position on</p> <p>To arrange Xeroxing of necessary papers.</p> <p>To record the reports of depot inspection.</p> <p>To file all the circulars received.</p> <p>To file all the reports.</p> <p>To pass on the telephonic messages to the AMM/DMM /other Officers.</p> <p>To Look after establishment matters.. i.e maintaining of staff record, follow-up action from filling up vacancies , compiling &amp; forwarding festival advance, scholarship and any other information required from time to time.</p> <p>To keep filling system up to date.</p> <p>To circulate various circulars to the staff.</p> <p>To put up various Notices on the Notice Board.</p> <p>To compile Statistical report. of 460L.</p> <p>To compile Statistical report of 460M.</p> <p>To compile Cash Flow Statement.</p> <p>To compile &amp; forward monthly statistical data for publishing bulletin.</p> <p>To compile &amp; forward the Administrative &amp; Budget Report.</p> <p>GM &amp; Addl. GM statement for every fortnightly.</p> <p>House keeping of Department. To compile Statistical report of 460 K(d).</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
27	CLERK/SUP(P)	<p>To assists DMM.</p> <p>To act as a co-ordination for maintain sound stock position.</p> <p>To collect necessary information for critical stock item.</p> <p>To report critical position of stock items to DMM.</p> <p>To give the particulars about the stock position to be discussed in Stores - Engg. Co-ordination meeting</p> <p>To follow-up for critical stock position with the concerned officers.</p> <p>To carry out any other work assign by the seniors from time to time.</p>
28	CL/TY/SUP(P)	<p>Assist AG/VIII Officer in Vertical System.</p> <p>To Type Proposals.</p> <p>To Type Acceptance Letters.</p> <p>To Type Purchase Orders</p> <p>To type Amendment Form.</p> <p>To Type Reminders incase of delivery schedule is over.</p> <p>To Type Stores Received Notes.</p> <p>To type Rejection letter incase of rejected material.</p> <p>To Type Reminder &amp; Notices due to non-supply of material.</p> <p>To Type Claim Letters in case of Short Supply / Rejection for which advance payment is made.</p> <p>To Type Reminder &amp; Notices for settlement of Claims.</p>
34	CLERK	<p>To arrange to get sample inspected from Engg. Department.</p> <p>To arrange to note on respective Indent in case materials is required as per approved stock sample.</p> <p>To arrange to issue the sample to suppliers.</p> <p>To arrange to maintain the record of samples issued to the suppliers.</p> <p>To arrange to receive the samples from the suppliers.</p> <p>To arrange to calculate the cost of the sample and get it verified from auditor.</p>
35	SR STENO	<p>Assist AG/VIII Officer in Vertical System.</p> <p>To Type Proposals.</p> <p>To Type Acceptance Letters.</p> <p>To Type Purchase Orders</p> <p>To type Amendment Form.</p> <p>To Type Reminders incase of delivery schedule is over.</p> <p>To Type Stores Received Notes.</p> <p>To type Rejection letter in case of rejected material.</p> <p>To Type Reminder &amp; Notices due to non-supply of material.</p> <p>To Type Claim Letters in case of Short Supply / Rejection for which advance payment is made.</p> <p>To Type Reminder &amp; Notices for settlement of Claims.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
37	SHOP/REC/SUP(P)	<p><b><u>ISSUE COUNTER</u></b>            To issued material against the Requisition.            To maintain stock approximately 4500 Ledger folio item.            To receive OK and Serviceable material from Engg. Department against credit notes.            To prepare weekly / monthly out of stock statements and send it to purchase section (T-I).</p>
38	SHOP/REC	<p><b><u>SHOPRECORD (TRANSIT STORES)</u></b>            To receipt of materials from the firms.            To count the received materials            To keep the materials ready for inspections.            Prepare inspection memo and forward the same to respective department            Approved materials to be issued to the depots and arrange to clear the space for further deliveries.            To inform the same to the Purchase Control Unit.            To make follow-up for SRN.            Receipt of sample from TCU.            To sent sample for the further disposal.            To maintain the register used in Transit Stores.</p>
41	SHOP/REC/SUP(P)	<p>Posting of Monthly Requisitions/Counter Requisitions, Closing of all requisitions. Material requisition agreement slip sent to AAM(M)            Daily material req. posting.            Sorting &amp; Despatching req. copies to store A/CS at Colaba depot.</p>
42	SHOP/REC/SUP(P)	<p>Generating LSF / Reminder.            To verify the LSF.            Renewal of Bin-Cards.            Taking monthly / Yearly consumption and posting on Bin-card.            To take note of LSF on respective Bin Cards.            To maintain the record of LSF / Reminder.            To cancel the LSF as informed by respective purchase Officers.            Other Incidental work.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
43	SHOP/REC/SUP(P)	<p>Establishment, T.R.Checking, Preparing High Inventory Statement etc. Annual Audit checking &amp; submitting final S.V. sheet reports sent to AAM(M) &amp; Misclenius Work</p> <p>To verify the Shortage / Excess noticed in Stock Verification.</p> <p>To prepare reply for the Shortage / Excess appeared in Stock Verification Sheet.</p> <p>To assist the auditor for day-to-day Physical Stock Verification.</p> <p>To verify the renewed Bin-Cards.</p> <p>To carry out day-to-day duties assigned by superiors i.e. preparing list, Collection of any other data as regards of stock items required by higher authorities.</p> <p>To supervision of Nawghanies while Cleaning &amp; Mopping of Depot Stores.</p> <p>To get the work done of Cleaning &amp; Mopping of Purchase Control Units from the Nawghanies.</p> <p>Transaction Register checking month wise.</p> <p>To check Invalid Transaction list of respective month Transaction Register in detail.</p> <p>To check the closing balance of every Ledger folio with Bin-card for respective month Transaction Register Find out the difference/Mistake and prepare the Adjustment &amp; forward to EDPM.</p> <p>If mistake found in bin-card the necessary correction taken in bin-card with help of concern staff. And also see the Minimum stock level, Recoupment slip, Low stock form.</p> <p>To forward old queries those have not punched in Transaction Register to be forwarded in next Transaction Register for ready reference and finalized the old and new queries those have mentioned in Transaction Register.</p> <p>To attend the queries those have been forwarded by sub/store Transaction Register staff and forwarded the Adjustment accordingly.</p> <p>To check the Amendment list and Adjustment list of respective month.</p> <p>To prepare Adjustment and forward to EDPM to regularise the Transaction Register queries accordingly.</p> <p>To attend the list of Ledger Folio closed &amp; opened, Forwarded the necessary advice to EDPM.</p> <p>Other Incidental work.</p> <p>He assists the Inventory Officer in his day- to-day work.</p> <p>To verify all the Bin Card of Non Moving Items.</p> <p>To prepare report to Engg. Department about ledger folio of non-moving item.</p> <p>To follow-up for obtaining the advice from Engg. Department.</p> <p>To give advice of NTR for the items non-moving for more than three years.</p> <p>To arrange to take out the non-moving items for physically verification.</p> <p>To arrange for verification of the same from Engg. Department.</p> <p>To prepare the list of items for disposal.</p>



Sr. No.	Design.	Job carried out
	Contd....	<p>To arrange to get it audit.  To follow-up for cancellation of outstanding Purchase Orders.  To arrange to close the Ledger Folios.  To prepare consolidated Committee Note for T-I.  To arrange to take out the items for disposal.  To prepare the Inter Stores Requisition of items to be disposed off.  To prepare the Statistical Report about inventory of T-I Section.  To prepare the monthly statement of high inventory.  To prepare the list of for vide variation in rate to be reported to AOMM.  To scrutinized the vide variation rate from transaction register.  To reconciled the rate with L.P.D. for disposal action.  To maintain the record of dead stock items.  To arrange for printing of reference/Sr. No. on dead stock.  To arrange for physically verification of the dead stock items.  To certify the no. of dead stock items on the records of Account Department.</p>
44	SHOP/REC	<p>To give acknowledgement for the materials received from the suppliers in Transits Stores for T-I &amp; T-II Sections.  To manage for opening of packing of the materials received in Transits Stores.  To manage to get the material counted received from suppliers.  To arrange to report for shortage/excess of any material, to PCU.  To arrange to inform representative of insurance company i.e NIA for certification of shortages.  To arrange to dispatch the material to suppliers for repairs etc.  To arrange to dispatch the rejected materials to suppliers.  To arrange to hand over the materials to inspection department.  To obtain inspection report.  To obtain necessary requisitions for the materials issued before SRN.  To hand over the materials against SRN to Depot Stores.  <b>To follow-up for SRN with PCU.</b>  To arrange to keep the materials received from the suppliers.  To give the information for receipt of materials to the PCU &amp; higher authority as &amp; when required.  To issue the cheques the suppliers in case of payment condition is payment against deliver.  To follow-up for disposal of rejected materials with PCU.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
45	SHOP/REC/SUP(P)	<p>To receipt of materials from the firms.</p> <p>To count the received materials</p> <p>To keep the materials ready for inspections.</p> <p>Prepare inspection memo and forward the same to respective department</p> <p>Approved materials to be issued to the depots and arrange to clear the space for further deliveries.</p> <p>To inform the same to the Purchase Control Unit.</p> <p>To make follow-up for SRN.</p> <p>Receipt of sample from TCU.</p> <p>To sent sample for the further disposal.</p> <p>To maintain the register used in Transit Stores.</p> <p>Collect material from Transit store and arrange to stack them in proper Bin / Rack with the help of Nawghanies.</p> <p>Posting of SRN on respective Bin-Cards.</p> <p>To maintain the record of SRN received in depot stores.</p> <p>Sorting &amp; Dispatching SRN copies to store A/Cs at Colaba Materials Management Department.</p> <p>To take note of SRN received for non-stock items in relevant registers for the same.</p>
47	SHOP/REC	<p>To receive the completed Tender Files from all Purchase Officers of T-I, T-II &amp; General section.</p> <p>To maintain the records of Tender File received.</p> <p>Preservation of Tender Files.</p> <p>Arranging dispatch of tender File required by any of the Purchase Officers from time to time.</p> <p>Disposal of Tender Files as per the due date.</p>
48	JAMADAR	<p>Jamadar is overall responsible for the duties of all the sepoy working under him.</p> <p>To attend duties of positing the sepoy on the various section (i.e. TII &amp; TI &amp; General. Workshop Bus Stores)</p> <p>To do the work of that sepoy in case of particular sepoy is absent.</p> <p>To give dispatch at other sections.</p> <p>To give attendance of 'A' Grade Officers to the Senior Officers.</p> <p>To make necessary arrangement of Tea &amp; Snack for the meeting &amp; for the visitors of MM / DMM.</p>

<b>Sr. No.</b>	<b>Design.</b>	<b>Job carried out</b>
49 50	JAMADAR(P)/ SEPOY	<p>To attend cabin duty T-I Section – i.e. Attending bells of DMM(Sr.), DMM(T-I)</p> <p>To clear the table out basket dispatch</p> <p>To pass on the message to particular officer. etc.</p> <p>To take out paper from officer (i.e. DMM/Audit) and distribution of the same to particular officer (Purchase Officers)</p> <p>To receive dispatch, important files/letters from Colaba. Dadar. Time-Keeping etc.</p> <p>To sort out the Stores Received Notes</p> <p>To attend outdoor work if any.</p> <p>Cleaning &amp; Dusting of Tables &amp; Computers.</p> <p>Sorting &amp; Filing of Requisition/SRN copy/Bin-cards and all other papers.</p> <p>Despatch the papers to all sections &amp; other depts.</p> <p>Any other work assign by the superior &amp; higher authority</p>
51	MUCCADAM	<p>To allot the work in small group wise to Nawghanies.</p> <p>Supervise the work done by Nawghanies like, Sweeping/ Cleaning/Mopping and storing the material in appropriate bin/rack.</p>
54	SR NAWGHANY / NAWGHANY	<p>Cleaning &amp; mopping the premises of Workshop Stores Depot and Godowns.</p> <p>Cleaning and mopping the premises of Purchase Section (T-I).</p> <p>Loading/Unloading of material lorry.</p> <p>To take out the material as per instructions of Shop Recorders and clerks.</p> <p>To carry the materials from Transit Stores to Depot (T-I).</p> <p>Stacking of materials.</p> <p>Counting &amp; re-stacking of materials for stock verification.</p> <p>To open the wooden boxes for take out the materials received from the suppliers.</p> <p>To count the above materials.</p> <p>Any other work assigned by Macadam and higher authorities.</p> <p>Delivery of defective material to concern firm/company.</p> <p>Scrapping material, i.e. wooden boxes, Corrugated papers, Metallic materials and Non-moving material, to be dumped at Oshiwara Scrap Yard.</p>

**DUTIES & RESPONSIBILITIES OF OFFICERS / STAFF OF**  
**MATERIALS MANAGEMENT DEPARTMENT**  
(T-II Section)

Sr. No.	Designation	Job carried out
1.	DMM(T-II)	<p>In charge of Materials Management Section, Transport – II attached to the Bus Workshop is responsible for procurement of Bus Chassis, Fabrication &amp; Mounting of Bus Bodies &amp; Purchase of Other Vehicles required for the Undertaking. He procures Tyres &amp; High Speed Diesel &amp; Petrol, etc &amp; assignments given by Material Manager &amp; Asstt. General Manager (Materials) from time to time. He has power of approving the Contract Purchase proposal up to Rs. 2,00,000/-.</p> <p><b>RESPONSIBILITIES &amp; DUTIES ATTACHED TO THE POST OF DY. MATERIALS MANAGER (T-II) IN GRADE A-4: -</b>  The Dy. Materials Manager (T-II) is in charge of the Materials Management (T-II) Section, Dadar and primarily looks after the procurement and issue of approx. 4000 bus &amp; workshop spares required by the Transportation Engineering Department. He is responsible for timely purchases, proper storage and issue of various types of bus spares and workshop spares required by the Transportation and Engineering Department and is required to carry out the following functions: -  Responsibilities and duties are divided into Daily Routine and Occasional Duties.</p> <p><b><u>DAILY ROUTINES</u></b></p> <p>Forecasting of demands of spares, determination of Stock and Recoupment levels applicable to Workshop Stores. Directing subordinate staff as regards stock out.  Cost avoidance and cost reduction in purchase.  Reduction in inventory and improving service level.  Initiating and scrutinizing Annual Schedules and Recoupment Slips pertaining to his/her section at the proper time. Controlling the system of reporting of quantity and quality of materials.  Initiating and progressing of e-tender action through Tender Control Unit.  Inviting and opening of tenders, evaluation of tenders, obtaining recommendations wherever necessary in e-office.  To scrutinize Draft Committee Notes and GM Notes and correct the discrepancies, if any.  Initiating Recoupment action, placing of purchase orders, follow up of delivery schedules etc.  Avoidance of cases of double Recoupment of materials.  Receipt of materials in the Transit Stores, putting up the same for inspection, follow up for inspection reports.  Adopting proper labeling for indentifying materials under inspection, accepted materials and rejected materials. Suitably arranging the materials in the Transit Stores.</p>

Sr. No.	Designation	Job carried out
	Contd....	<p>Follow up with the under writers for settling insurance claims. Taking the accepted materials in stock and proper stocking in the Workshop Stores. Issue of the materials against the proper requisitions. Ensure that abnormal quantity is not issued to the departments. While issuing, 'principle of first come first out' is to be followed. Refund of Earnest Money and Security Deposits. Handling of cases of Risk Purchases. Maintenance of discipline in the section. Development of vendors for supplying bus spares. Allocation of duties to the staff working under him/her. Controlling work of dispatch Section of T-I &amp; T-II and Overall control of Workshop Stores.</p> <p><b><u>OCCASIONAL DUTIES</u></b></p> <p>Reporting to Transportation Engg. Department regarding abnormal consumption as well as over stock of the items. Taking action for disposal of surplus stock after consulting the user department. Scrutiny of computer reports.</p> <p>Meeting with the Officers of the Transportation &amp; Engineering Department. Holding meeting with Stores Officers for explaining new procedures and to solve difficulties.</p> <p>Visit to storage places at various Depots once in a month.</p> <p>Visit to suppliers' factories for inspection. To attend conferences. To attend to legal matters pertaining to his/her section.</p> <p>Preparing confidential reports of the staff and officers under his/her charge. Conducting Charge-sheet enquiries, hearing appeals.</p> <p>Make changes of staff whenever required.</p> <p>Plan leave programme of officers and staff, preparation of budget estimate and establishment schedule.</p> <p>To perform any other duties as may be assigned from time to time by Addl. G.M./A.G.M.(M)/C.M.M./M.M.</p> <p>Reports to A.G.M.(M) through C.M.M./M.M.</p> <p>To direct A/GVIII, A/GIX, &amp; A/GX in case of emergency situations.</p>
2.	SMMOP	<p>To looks after the administrative work and assists the DMM / AMM and coordinates with the work of the department. He checks the Purchase proposals and related works of purchases of the Officers allocated to him and assignments given by his superiors. He conducts charge-sheet enquiries under standing orders as and when entrusted.</p> <p>He is also required to sign the Purchase Orders &amp; Acceptance Letters upto Rs. 50000/-.</p>
3.	MMOP	<p>Checking all works done by AMMOs working under him, and forwarding such proposals, comparative statements, purchase orders in e-office for further orders.</p> <p>To decide mode of purchase</p> <p>To decide incorporation of the firm name to whom the enquiries are to be sent</p> <p>Approving contracts up to the value of Rs.25,000/- in each instance, where the proposal is in favour of the lowest Tenderer.</p> <p>Signing acceptance letters and purchase orders up to Rs. 25,000/-</p> <p>Directing AMMOs under him for constant follow up of the purchase orders &amp; getting materials in time.</p>

Sr. No.	Designation	Job carried out
	Contd....	<p>Directing AMMOs under him for initiating AF for price variation, change in part number, quantity, Visiting Transit Stores and TCU occasionally if, instructed to do so by SMMOP</p> <p>Visiting supplier's factories for collection random samples under instruction from DMM (T-II), when required by ASRTU and arranging to send the same to CIRT and making necessary correspondence –</p> <p>Conducting charge sheet and summary enquiries whenever asked to do – any other duties assigned to him by Senior Officer from time to time.</p>
4.	AMMOP	<p>In all 10 numbers of officers are posted in T-II Section.</p> <p>The group wise separate L.F.'s are allocated to each Officers, but the general functions of officers are as follows –</p> <p>The concerned officer is required to follow the Vertical System in the purchase of materials allocated to him.</p> <p>He is responsible for all the function in the purchase – e.g.</p> <p>To scrutinize the RS, LSF and reminders received from depot.</p> <p>To verify of quantity, specification, drawing, etc. from consuming department</p> <p>To enter all the indent in the Control Chart</p> <p>To prepare 80 R Form with the help of Assistant &amp; forward the same to proper authority in e-office.</p> <p>Checking of draft tender forms &amp; letter to be forwarded to firms</p> <p>Workout annual contracts requirements, if any</p> <p>Preparation of Comparative statement .</p> <p>To prepare list of points to be discussed in TCM.</p> <p>To prepare Draft Committee Notes, GM Notes.</p> <p>To send Committee Notes and GM Notes for approval of Head of the Branch in e-office. To prepare Final Committee Notes, GM Notes, after obtaining the approval of the Drafts of the Committee Notes and GM Notes and send the same to the respective signing authorities in e-office.</p> <p>To enter the Committee Notes proposals in various registers–</p> <p>To ask Validity Extension from the firms</p> <p>To send Purchase orders to Audit and then to the firms &amp; payment section via e-mail.</p> <p>To send reminders, letters, notices,</p> <p>Cancellation of AF's to parties</p> <p>To prepare reply to firm's letters</p> <p>To prepare Stores Received Notes</p> <p>To prepare Vendor rating</p> <p>To put up for quantity variation within 5%</p> <p>To draft rejection letters to firm.</p> <p>To ask for replacement of rejection from firm or re-inspection, till the matter settled</p> <p>To put up for AF whenever required</p> <p>To prepare advice for refund EMD / SD</p> <p>To reply Internal Audit and Municipal Audit queries</p> <p>To maintain different registers –</p> <p>To contact the parties on phone, whenever necessary –</p> <p>To put for R.P. / L.D. recovery – scrutiny of completed files &amp; send the same to Record Section.</p>

Sr. No.	Designation	Job carried out
5.	SUPERVISOR – (C.P.)	<p>To attend the job of Cash Purchase of T-I &amp; T-II Sections,            To make the necessary payment of cash,            To make transaction with the firm,            To prepare J.E (Journal Entries),            To settle the J.E. from Colaba Office,            To Recoup the amount of the J E            To prepare of cash position at the end of the every day.</p>
6.	SUPERVISOR (Sys. Co-ordinator)	<p>To attend the computer related jobs i.e. to indent computer stationery and consumables and computer spares and computer related problems            To look after the LAN system,            To look after operational difficulties on computer for other clerks /typists.            To inform Computer Maintenance Contractor to attend the computer in case of breakdown/failure.            To scan the hard disks periodically.            To create back up for important file on floppy disks.            To help the officers &amp; staff in OLIS related difficulties.</p>
7.	CLERK-CUM-TYPIST / SUP.(P)	<p>To scan indent and all related papers.            To prepare 80R            To prepare comparative, recommendations.            To Type Stores Received Notes,            To Type Purchase Orders,            To Type Proposals,            To draw Rejection letter incase of rejected material,            To Type Reminders incase of delivery schedule is over,            To Type Reminder &amp; Notices due to non-supply of material,            Filing of paper pertaining to particular files,            Checking &amp; sorting out the completed files,            Entries in register, sending of files to Record Section,            Entries in register for Liquidated Damages cases,            Putting up for liquidation,            To type Amendment Form.            To carry out work of Tyre calim for Claim Clerk.</p>
8.	DESPATCH CLERK	<p>To looking after despatch work of both T-I &amp; T-II Sections.            To clarify the documents as per their types e. g. bills, firm's letters, Inter Departmental correspondence, Circulars, etc.            To check the proper addressing of the letter.            To despatch letter to the respective authorities.            To ensure that, the letters with 'Urgent' and 'Immediate' flag are despatched promptly.            To make necessary entries in Despatch Register.            To receive outward letters/faxes by acknowledging the despatch book or the second copy of the concerned section or from the courier office or post office.</p>

Sr. No.	Designation	Job carried out
9.	CLERKS /SUP.(P)	<p>Preparing Outstanding tender position.            To prepare Weekly Tender Position            SRN certificate,            Lead time and            Statistical report, of 460L,            Statistical report of 460 K(d)            Statistical report of 460M            GM &amp; Addl.GM statement for every fortnightly.            To carry out duties as assistant to AMMOP's .</p>
10.	ESTABLISHMENT CLERK	<p>To assist DMM in their administrative work.            To attend the Administrative work of all staff members of the T-II Section.            To record the attendance of all staff including 'A' &amp; 'B' Grade Officers .            To record the attendance of all the staff of Transit Stores.            To record the attendance of all the staff of Workshop Stores .            To attend the ASRTU's papers &amp; collect necessary data from the officers.            To give staff position.            To prepare data &amp; give information for 'A' Grade officers meeting.            To prepare Stock position and give detailed information for Stores- Engg. Meeting every month.            To arrange Xeroxing of necessary papers.            To attend the Factory Inspection papers .            To record the reports of depot inspection.            To file all the circulars received .            To file all the reports &amp; papers received.            Preparing Absentee memo of A &amp; B grade officer.            To prepare Staff Position Statement.            To Attend all leave forms of 'A' &amp; 'B' Grade Officers.            To Attend all leave forms of staff and enter them in Web Base Time Recording System.            To attend the telephonic messages of Head Office.            To pass on the telephonic messages to the DMM /other Officers.            To Look after establishment matters,            To Look after correspondence with vendors,            To Look after correspondence with CIRT and            To keep filling system up to date.            To circulate various circulars to the staff            To put up various Notices on the Notice Board.            To carry out all House Keeping work.            To prepare all files of MCA Query &amp;  Govt. Audit Query.</p>
11.	SEPOY	<p>To clean computers, tables            To attend cabin duty T-II Section – i.e. Attending bells of DMM .            To clear the table out basket dispatch            To pass on the message to particular officer, etc.            To take out paper from officer (i.e. DMM/Audit) and distribution of the same to particular officer (Purchase Officers)            To receive dispatch, important files / letters from Colaba, Dadar, Time-Keeping etc.            To attend outdoor work if any,            To help officers on Tender opening days.</p>



Sr. No.	Designation	Job carried out
12.	SHOP RECORDER/SUP.(P) Transit Stores	To carry out all work including scanning of Challans in Transit Stores. To receive material in Transit Stores. To arrange it for inspection, and after inspection forward the same to Work Shop Stores, etc. To carry out all work related to rejection, loading & unloading of materials.
13.	SHOP RECORDER/SUP.(P) TCU	Check the file in e-office & allot Tr. No. Preparation of tender files in e-office. Attachment of GTP/Drg./booklet & annexure in any e-tender. Xml preparation & updation of tenders in e-tender. Attachment of indent & tr. Conditions in e-office. Merging of Advt. Tr./Tr. Information and attachment of the same in e-file. Checking tender in e-tender(prequalification & attachments) & making live in e-tender. Sending intimations of tender in e-tender & in OLIS in case of two bid tenders. All opening work of tender on Wednesday/Thursday. Cancellation of tender in e-tender/OLIS. Modification of address/mail Id in OLIS & e-tender. To prepare, monthly statistical statement & opening tenders details statements. Online support to vendors for participation in e-tender. Registration of new tenders. To open the tender. To prepare Technical bid & after attaching the same in e-office,sending file for scrutiny. After scrutiny making entry of the same in e-tender and next day the same to be opened. Closing files in e-office-for all sections(T-I, T-II & General) NEFT payment/online payment-updation work.
14.	CLERK/SUPERVISOR (P) - SERVER ROOM	To carry out all work of Server Room. To solve the difficulties of the officers/staff in OLIS. To solve the difficulties the officers/staff in e-office. To guide the suppliers in any problem of e-tendering process . To give on-line support to suppliers in e-tendering difficulties. To take back-up of all systems as per schedule & guidelines.

**DUTIES & RESPONSIBILITIES OF STAFF OF**  
**MATERIALS MANAGEMENT DEPARTMENT**  
**(WORKSHOP STORES (T-II) SECTION)**

Sr. No	Designation	Job carried out
1.	SMMOD	<p>Overall Control &amp; Supervision of work of Depot Stores (T-II)</p> <p>To decide the location for stacking of material.</p> <p>To verify the Bin Cards.</p> <p>To verify the Indent for recoupment of the stock as per Recoupment Level i.e. RS / LSF.</p> <p>To certify the Purchase Forms i.e. certifying Non Stock Item.</p> <p>To verify the Shortage / Excess on Stock Verification Sheet.</p> <p>To give reply for Shortage / Excess in Stock Verification Sheet with due Justification.</p> <p>To certify the Stores Receipt Note &amp; sent to the firm.</p> <p>To certify the opening &amp; closing of the stock items.</p> <p>Surprise visits to various Godown attached to Depot Stores for verifications of stock.</p> <p>To solve the day-to-day grievances of staff working in Depot Stores.</p> <p>To allocate various duties to the staff</p> <p>Supervision on Recoupment of material / Inventory control / SRN finalization.</p> <p>Departmental enquiries against employees reported by sectional in-charge / AAMM</p> <p>Over all control over workshop stores i.e. work pertaining to subordinate supervisory/ schedule / non-schedule staff.</p> <p>Negotiations with local body authority and Govt. authority in connection with various licenses &amp; permits and other matters consultation with DMM (T-II). Cleanliness Inspection with other Dept. Officers of Dadar Work Shop( Every Tuesday).</p>
2.	Supervisor	All work of Establishment, Allocation of work, Monthly Motor Vehicle's utilization report.
3.	Sup.(P)	Maintaining petrol stock position by instructing Operation control to load petrol at Dadar, Colaba, Ghatkopar and oshiwara depot, Making Petrol indent for petrols RTGS payment of Dadar, Colaba, Ghatkopar and oshiwara depot, Posting of Petrol SRN, Maintaining P.O. for Dadar, Colaba, Ghatkopar and oshiwara depot, Checking of transportation charges of Petrol load of each depots with any recovery.
4.	Clerk / Sup (P)	<p>To bring SRN stock from Tr. Stores, check the materials, Posting (Stock items, resoling Tyres SRN Posting. Kussara depot materials receiving etc.</p> <p>To give L.F. No. for P.F. Modification in work of P.F. L.F. Closed &amp; NTR work</p> <p>NTR L.F. list checking weekly.</p>

Sr. No	Designation	Job carried out
5.	Supervisor / Shop recorder / Sup (P)	<p>Punching of HSD challans for IOC, HP and BP for all 20 depots for each week, Punching of HSD SO4 forms for 20 depots for each week, Punching of M.V. and Bus HSD requisitions of 20 depots for each week, Drawing HSD SRN for IOC, HP &amp; BP for each week, Maintaining HSD P.O., To check closing balance of 20 depots of HSD oil with S.V. Sheet and their Master Register, Drawing of HSD reports for each week and each month Viz. SRN listing, HSD P.O. Register, MV. Statement, Bin Card of HSD Section, HSD Master Register, HSD Reconciliation Statement etc. To visit IOC, HP and BP for queries in regards to recovery and payment of Petrol, HSD loads if any.</p> <p>All CNG Work (HSD Section) To collect Joint Ticket, Audited Sheet, Mat. Reqs. at various Depot. sort out the Dispatch, SRN making &amp; Posting Dispatch SRN &amp; report to Bills Section at Coloba.</p> <p>Oil Delivery, to send the various types of Oils &amp; Greases to various depot as per their mat. Reqs. to issue various cylinders (Oxygen, N2, R-134, D.A. ) as per Requirement of Engg, Dept. record &amp; follow- up with Parties. received SRN, Punching &amp; materials Reqs.</p> <p>Immediate in charge of HSD Section . To sign SRN of HSD, Petrol &amp; CNG. To make follow up with IOC, HP &amp; BP for transport bills, Payments, Change of rates, taxes and pvt. tanker. To assign various work of section viz. SRN, Petrol, CNG, follow up to other staff in absence of regular work. To maintain petrol consumption register with Dadar, Colaba, Ghatkopar &amp; Oshiwara petrol pump. To look after receipts of petrol at various depots including Dadar kingsway. To follow up with IOC &amp; HP regarding discrepancies in respect of petrol, rates, shortage/ excess payment and diversion of loads etc. Reconcile the Stock Verification sheet with HSD closing balance of each depots.</p>
6.	Sup. (P)	<p>Stock taking and verification approximately 750 L.F., To prepare S.V. Sheet with explanation of audit query and submitted to Audit Dept., To maintain Cash purchase bills record register submitted to explanation given to CCR, T &amp; Cash Dept., Regularly Saturday Requisition posting work and out lets CNG requisition posting work.</p>
7.	Shop recorder / Sup (P)	<p>To prepare labels for material requisition received from the depots, checking of the said materials, charging of material requisition, To sort out the queries of depots staff regarding material.</p>
8.	Sup. (P)	<p>Prepare get pass of resoling tyres for the resolers firm, Calculate liquidated damages of resoling tyres and withheld in SRN, Generation of SRN of resoling tyres.</p>
9.	Sup. (P)	<p>Daily work to prepare labels for material requisition received from the depots, checking of the said materials, charging of material requisition, To sort out the queries of depot staff regarding material. To manage issue counter of materials.</p>

Sr. No	Designation	Job carried out
10.	Sup. (P)	T.R. processing store 288, Petrol T.R. processing, Charging of CNG requisitions, Tyre SRN stock received and issue, statement high inventory level, Reconciliation store code 288.
11.	Shop Recorder	Get C.W.O. files of resolving tyre audited for liquidated damages withheld in SRN, If any queries relating to the L.D. of resolving tyre is solved, send duly audited files to the purchase officers to send report to bill section of final L.D. withheld in SRN.
12.	Sup. (P)	Claim of tyre and battery work, Help to renewal of all licenses regarding kerosene, Turpentine etc.
13.	Sup. (P)	R. S , L.S.F., A.R.S., Kussara requisitions to prepare, Opening of new folio.
14.	Sup. (P)	Daily requisition posting, Monthly requisition posting, Agreement slip, Sending all requisition to store accounts section - Colaba.
15.	Jamadar (P)	Sorting and filing of requisitions, SRN copies and all other papers, Dispatching all papers to all section, any other works related with Workshop Store (T-II) section
16.	Muccadam	To allot the work in small group wise to Nawghanies, Supervise the work done by Nawghanies viz. sweeping/ cleaning/moping and storing the materials in appropriate rack and arranging the materials properly and neatly, The lub./oil drum with the help of Nawghanies.
17.	Nawghany	Cleaning and moping the premises of workshop store depot and godowns (T-II), Cleaning and moping the premises of purchase section, Loading and unloading of material lorry, Withdraw the material as per instructions of shop recorders and clerks, In additions to this other work assign by Muccadam and higher authorities, Loading of tyres from tyre godown, scrapping materials i.e. wooden boxes, corrugated papers, metallic materials and non moving materials to be dumped at Oshiwara scrap yard and Anik depot.
18.	M.V. Driver	Driving dispatch van for daily dispatch work for Dadar to Kussara to Colaba, Driving Jeep to carry our officers for emergency work and for cash purchase work. Driving of Material Lorry for oil delivery at various depots and for delivery of tyres, flap, saw dust, cotton waste etc. Driving of Material Lorry for wooden scrap at Anik Depot and other metallic scrap for Oshiwara Depot.

**DUTIES & RESPONSIBILITIES OF OFFICERS / STAFF OF**  
**MATERIALS MANAGEMENT DEPARTMENT**  
**(General Section)**

<b>Sr. No.</b>	<b>Designation</b>	<b>Job carried out</b>
1.	DMM(G)	<p>In-charge of the Materials Management (General) Section, Dadar and primarily looks after the procurement and issue of approx. 1500 general items required by the various department of the Undertaking.</p> <p>He procures Stationary, Computers &amp; its accessories, Rain Coat, Cloth, BEST Diaries etc &amp; assignments given by Material Manager &amp; Asstt. General Manager (Materials) from time to time. He has power of approving the Contract Purchase proposal up to Rs. 2,00,000/-. He also sign the Purchase Orders &amp; Acceptance Letters above Rs. 25,000/-.</p> <p>He is responsible for timely purchases, proper storage and issue of the items purchased to various department as per their requirements and is required to carry out the following functions: -Responsibilities and duties are divided into Daily Routine and Occasional Duties.</p> <p><b><u>DAILY ROUTINES</u></b></p> <p>Forecasting of demands of spares. determination of Stock and Recoupment levels applicable to General Depot Stores.  Directing subordinate staff as regards stock out.  Cost avoidance and cost reduction in purchase.  Reduction in inventory and improving service level.  Initiating and scrutinizing Annual Schedules and Recoupment Slips pertaining to his/her section at the proper time.  Ensuring proper maintenance of records for this purpose.  Controlling the system of reporting of quantity and quality of materials.  Initiating and progressing of tendering action through Tender Control Unit. Inviting and opening of tenders. evaluation of tenders. obtaining recommendations wherever necessary.  To attend Tender Committee Meeting as a Secretary and prepare notings of the Tender Committee Meeting.  To scrutinize Draft Committee Notes and GM Notes and correct the discrepancies. if any.  Scrutiny of purchase proposals and approving the same upto the value of Rs.2,00,000/-. only the lowest tenderers.  Initiating Recoupment action. placing of purchase orders. follow up of delivery schedules etc.  Avoidance of cases of double Recoupment of materials.  Receipt of materials in the Transit Stores. putting up the same for inspection. follow up for inspection reports.  Adopting proper labeling for indentifying materials under inspection. accepted materials and rejected materials. Suitably arranging the materials in the Transit Stores.</p>

Sr. No.	Designation	Job carried out
	Contd....	<p>Acceptance on inspection memos for drawing SRNs, sending rejection memos in the case of rejected materials. ensuring that the rejected materials are collected back by the suppliers. In the case of advance payment purchase orders. it is to be ensured that materials are not returned before the cost of the material is refunded by the suppliers. Follow up with the under writers for settling insurance claims.</p> <p>Taking the accepted materials in stock and proper stocking in the General Depot Stores.</p> <p>Issue of the materials against the proper requisitions. Ensure that abnormal quantity is not issued to the departments. While issuing. 'principle of first come first out' is to be followed.</p> <p>Refund of Earnest Money and Security Deposits.</p> <p>Handling of cases of Risk Purchases.</p> <p>Maintenance of discipline in the section.</p> <p>Development of vendors for supplying bus spares.</p> <p>Allocation of duties to the staff working under him/her.</p> <p>Controlling work of dispatch Section of General Section</p> <p><b><u>OCCASIONAL DUTIES</u></b></p> <p>Review of Bin cards of 'A' class items. Scrutiny of SV Sheets and exception reports of E.D.P.</p> <p>Reporting to Transportation Engg. Department regarding abnormal consumption as well as over stock of the items.</p> <p>Taking action for disposal of surplus stock after consulting the user department. Scrutiny of computer reports.</p> <p>To act as Secretary of the Tender Committee Meeting.</p> <p>Meeting with the Officers of the various departments of the Undertakings. Holding meeting with Stores Officers for explaining new procedures and to solve difficulties.</p> <p>Visit to storage places at various Depots once in a month.</p> <p>Visit to suppliers' factories for inspection and collection of samples. To attend conferences.</p> <p>To attend to legal matters pertaining to his/her section.</p> <p>Preparing confidential reports of the staff and officers under his/her charge. Conducting Charge-sheet enquiries. hearing appeals.</p> <p>Make changes of staff whenever required.</p> <p>Plan leave programme of officers and staff. preparation of budget estimate and establishment schedule.</p> <p>To perform any other duties as may be assigned from time to time by G.M./A.G.M.(M)/C.M.M./M.M.</p> <p>Reports to A.G.M.(M) through C.M.M./M.M.</p> <p>To perform emergency duties in case of emergency situations.</p> <p>To direct A/GVIII. A/GIX. A/GX &amp; A-5 carry out emergency duties in case of emergency situations.</p>

<b>Sr. No.</b>	<b>Designation</b>	<b>Job carried out</b>
2.	MMOP	<p>To decide the mode of purchase and authenticate names of the firms to whom the tenders / enquiries are to be sent.</p> <p>To approve the Purchase Proposals for the Contract Value upto the delegated powers from time to time.</p> <p>To enter into contract for values upto the delegated powers from time to time.</p> <p>To scrutinize the various Purchase Proposal, Comparatives Statement, all other related statement furnish by AMMOPs working under him.</p> <p>Directing AMMOs under him for constant follow up of the purchase orders &amp; setting materials in time</p> <p>Directing AMMOs under him for initiating AF for price variation change in quantity.</p> <p>To attend representative of suppliers and indenting department.</p> <p>Visiting Depot Stores and TCU occasionally.</p> <p>Conducting charge sheet and summary enquiries whenever asked to do – any other duties assigned to him by him Senior Officer from time to time.</p> <p>To scrutinize the tender file of TCU's after tender opening.</p>
3.	AMMOD(G)	<p>In – Charge of Depot General Stores for handling of stationary and dead stock items required by the all departments of the undertaking.</p> <p>To supervise the staff of the General Depot.</p> <p>To arrange duties for opening &amp; closing of the General Depot.</p> <p>To verify recoupment slip.</p> <p>To arrange for stacking of materials.</p> <p>To inspect the materials received from the suppliers.</p> <p>To verify the Stock Verification Sheet.</p> <p>To verify the justification given for Shortage / Excess appeared in stock verification. Employees Bus Token, Materials Despatch Note Book,</p> <p>To supervise the periodical issue of Dairies, Calendar etc.</p> <p>To certify the Non stock Items.</p> <p>Replying MCA Queries.</p> <p>Replying Audit Queries.</p> <p>Correspondence with suppliers.</p> <p>Attending important meetings.</p> <p>To certify the SRNs.</p> <p>He is assigned duties to take necessary step to make materials available pertaining to avoid critical stock position.</p>
4.	AMMOP(G)	<p>To scrutinize the Tender File after opening of tender received from TCU Section.</p> <p>To prepare the Comparative Statement.</p> <p>To initiate Purchase Proposal for approval of appropriate authority.</p> <p>To prepare list of points to be discussed in TCM.</p> <p>To prepare Draft Committee Notes, GM Notes.</p> <p>To send Committee Notes and GM Notes for approval of Head</p>

<b>Sr. No.</b>	<b>Designation</b>	<b>Job carried out</b>
	Contd....	<p>of the Branch after the Tender Committee Meeting (TCM).            To prepare Final Committee Notes, GM Notes, after obtaining the approval of the Drafts of the Committee Notes and GM Notes and send the same to the respective signing authorities.            To initiate relevant correspondence with the firms while finalizing the Tender.            To initiate Acceptance letters for approved Purchase Proposal.            To obtained Security Deposit against Acceptance Letters.            To initiate Purchase Orders for approved Purchase Proposal/ against Acceptance Letter .            To put up various Proposals to amend the Purchase Orders.            To send Reminders, Letters, Notices.            To initiate correspondence with the firm's letters            To scrutinized &amp; certify Stores Received Notes.            To assign the Vendor rating.            To initiate rejections letters to firm.            To initiate Claims against the rejections / Short Supply for which advance payment is made.            To follow-up with the firms for replacement of rejected / settlement of the claims.            To certify EMD / SD refund advices.            To reply Internal Audit and Municipal Audit queries            To calculate R.P. / L/D. amount in case of delayed supply from the firms &amp; duly get Audited for recovering the amount.            To scrutinize the completed Tender Files &amp; to take necessary action for preserving and disposal of the same.            He is assigned duties to take necessary step to make materials available pertaining to avoid critical stock position.</p>
5.	CLERK- CUM-TYPIST	<p><b>One each to assist AG/VIII Officer in Vertical System.</b>            To Type Comparative.            To Type Proposals.            To Type Purchase Orders            To Type Amendment Form.            To Type Reminders incase of delivery schedule is over.            To Type Stores Received Notes &amp; Stores Performance Note.            To Type Rejection letter incase of rejected material.            To Type Reminder &amp; Notices due to non-supply of material.            To Type Claim Letters in case of Short Supply / Rejection for which advance payment is made.            To Type Reminder &amp; Notices for settlement of Claims.            To take out Stock Position in case of critical stock items.</p>
6.	CLERKS	<p>To initiate the EMD / SD refund advice.            Filing of Stores Receipt Notes in all respective Purchase Order file.            Filing of paper pertaining to particular files.            Checking &amp; sorting out the completed files.            To take note of various action in registers.            Arranging files to send the same at Record Section.</p>



<b>Sr. No.</b>	<b>Designation</b>	<b>Job carried out</b>
	Contd....	<p>To Calculate Liquidation Damages Cost and preparing Statement for audit Scrutiny.</p> <p>To carry out day-to-day work in absence of AG/VIII Officer.</p> <p>To perform any other duties assigned by senior officer.</p> <p>To release the Purchase Order, Letters, Contract Work Order etc.</p> <p>Follow up with the different depts.</p> <p>Follow up with the supplier's regarding deliveries of the materials in time.</p> <p>To fax the correspondence.</p> <p>To get the claims statement audited.</p>
7.	ESTABLISHMENT CLERK	<p>To imitate Purchase Forms for purchase of Computer Stationary required for General Section.</p> <p>To Co-ordinate in Computer Work of General Section.</p> <p>To maintain &amp; preserved the Data for the computer Programs in General Section.</p> <p>To attend the various assignments given by his superiors</p> <p>To look after the Administrative needs of the DMM like important papers, Notes.</p> <p>To file all the reports</p> <p>To attend the telephonic messages of Head Office.</p> <p>Looking after establishment matters.</p> <p>Preparing absentee memo of A &amp; B grade officer.</p> <p>Follow up with the different departments.</p> <p>To attend the Administrative work of all staff members of the General Section.</p> <p>To maintain the attendance of the staff of General Section.</p> <p>To give staff position on</p> <p>To arrange Xeroxing of necessary papers.</p> <p>To record the reports of depot inspection.</p> <p>To file of the circulars received.</p> <p>To look after establishment matters i.e. maintaining of staff record, follow-up action for filling up vacancies, compiling &amp; forwarding festival advance, scholarship and any other information required from time to time.</p> <p>To keep filing system up to date.</p> <p>To circulate various circulars to the staff.</p> <p>To put up various notice on the Notice Board.</p> <p>To compile statistical report of 460L.</p> <p>To compile statistical report of 460M.</p> <p>To compile Cash Fow Statement.</p> <p>To compile &amp; forward monthly statistical data for publishing bulletin.</p> <p>To compile &amp; forward the Administrative &amp; Budget Report.</p> <p>G.M. &amp; Addl. G.M. statement for every fortnightly.</p> <p>House Keeping of Department. To compile statistical report of 460K(d).</p>

Sr. No.	Designation	Job carried out
8.	CLERK/SUP(P)	<p>To despatch the papers work.</p> <p>To look after establishment matters i.e. maintaining of staff record, compiling &amp; forwarding festival advance, scholarship and any other information required from time to time.</p> <p>To keep filing system up to date.</p> <p>To circulate various circulars to the staff.</p> <p>To put up various notice on the Notice Board.</p> <p>To reconcile TR</p> <p>To preparing stock issue agreement</p> <p>To preparing stock varification</p> <p>To prepair stock auditing.</p> <p>To maintaining leave record.</p>
9.	Shop Recorder (P)	<p>To despatch the papers work.</p> <p>To look after establishment matters i.e. maintaining of staff record, compiling &amp; forwarding festival advance, scholarship and any other information required from time to time.</p> <p>To keep filing system up to date.</p> <p>To circulate various circulars to the staff.</p> <p>To put up various notice on the Notice Board.</p> <p>To reconcile TR</p> <p>To preparing stock issue agreement</p> <p>To preparing stock varification</p> <p>To prepair stock auditing.</p> <p>To maintaining leave record.</p>
10.	Jamadar(P)	<p>To despatch the papers work.</p> <p>To file completed Bin Cards and any other papers etc.</p> <p>To Clean the Tables.</p> <p>Cyclostyling.</p> <p>Sorting of SRN's, Requisitions etc.</p> <p>Outdoor work if required.</p>
11.	Muccadam	<p>To allot the work in small group wise to Nawghanies.</p> <p>Supervise the work done by Nawghanies like, Sweeping/ Cleaning / Mopping and storing the material in appropriate bin/rack</p> <p>Arranging properly the Lub / Oil drums with the help of Nawghanies.</p>
12.	Nawghany	<p>Cleaning &amp; mopping the premises of General Depot Stores.</p> <p>Cleaning and mopping the premises of Purchase Section (General)</p> <p>To take out the material as per instructions of Shop Recorders and clerks.</p> <p>To carry the materials from Transit Stores to Depot.</p> <p>Stacking of materials.</p> <p>Counting &amp; re-stacking of materials for stock verification.</p> <p>To open the wooden boxes for take out the materials received from the suppliers.</p> <p>To count the above materials.</p> <p>Any other work assigned by Macadam and higher authorities.</p> <p>Delivery of defective material to concern firm/company.</p> <p>Scrapping material, i.e. wooden boxes, Corrugated papers, Metallic materials and Non-moving material, to be dumped at Oshiwara Scrap Yard.</p>

**DUTIES & RESPONSIBILITIES OF OFFICERS / STAFF OF MATERIALS MANAGEMENT DEPARTMENT**  
**(SUPPLY & BUILDING SECTION )**

Sr. No.	Design.	Job carried out
1	Dy. CMM	<p>Head of Materials Management Department at Kussara and is responsible for purchases, storage and issue of all types of materials required by the Electric Supply and Civil Engg. Departments. The following functions are highlighted:</p> <ul style="list-style-type: none"> <li>i) Forecasting of demands, determination of stock levels and recoument levels applicable to all purchases from time to time after studying the past market position and planned policies of the Management.</li> <li>ii) Cost avoidance and cost reduction in purchases.</li> <li>iii) Reduction in inventory and improving service level.</li> <li>iv) Initiating the policy on authorization of purchases and selection of suppliers.</li> <li>v) Controlling the system on reporting of quantity and quality of materials.</li> <li>vi) Ensuring proper maintenance of records, showing authorization of the purchases, placing of orders, follow up of delivery schedules, inspection, receipt and accounting of materials purchased, payment to suppliers, liquidating advance payments, etc.</li> <li>vii) Avoidance of cases of double payment or over payment by being vigilant at various stages of payment and monitoring the liquidation of advance payment.</li> <li>viii) Review of cases of over-stocking and stoppage of work due to materials out of stock.</li> <li>ix) Ensuring deliveries from suppliers, according to schedules, levying of penalty in case of delayed supplies and waiving of penalty in case of genuine suppliers.</li> <li>x) Handling cases of risk purchases.</li> <li>xi) Acceptance and refund/forfeiture of Security Deposits/Earnest Money Deposits against various tenders.</li> <li>xii) Assessing the performance of the suppliers an recommending their Registration or renewal of their Registration</li> <li>xiii) Registration of suppliers, renewal of registration after scrutiny of the Performance Report of the registered firm, cancellation of registration, refund/forfeiture of Permanent Security Deposit</li> <li>xiv) Awarding contracts, according to powers delegated from time to time.</li> <li>xv) Sanctioning of leave, according to the powers delegated from time to time.</li> <li>xvi) Organisation of work in the section and laying down norms and involving methods of effective control.</li> <li>xvii) Maintenance of confidential records of staff/officers and scrutiny of complaints from suppliers and assisting AGM(M) in important decisions of the Management pertaining to the department.</li> <li>xviii) Attending Tender Committee Meetings and various other meetings with the G.M./ADDL.GM., other Heads of Departments and officers of Materials Management Department</li> <li>xix) Scrutinizing various Committee Proposals for purchases/reporting, as per the statutory requirement, before putting up the same for G.M./BES&amp;T Committee.</li> <li>xx) Hearing of Second Appeal preferred by Delinquent Employee</li> <li>xxi) Carrying out Depot/Godown visits.</li> </ul> <p>Any other duties that may be assigned by the AGM(M)/G.M. from time to time.</p> <p>He is In charge of Materials Management Section, Supply &amp; Building and is responsible for procurement of Energy Meters, Key Telephone System, Cement, Current Transformers (CT) of different types, Lamps, Paints, Lead Sheet and Lead Pipes, etc. required for the Undertaking. He is also given assignments by Asstt. General Manager (Materials) and Chief Material Manager from time to time. He has power of approving the Contract Purchase proposal up to Rs. 4,00,000/-. He is also required to sign the Purchase Orders and Acceptance Letters above Rs. 50,000/-.</p>

Sr. No.	Design.	Job carried out
2.	DMM	<p>Looks after the procurement 550 Nos. of stock items and 500 Nos. of non-stock items and receipt storage, issue, verifications and accounting of all the 1,600 stock items required by the Electric Supply and Building Department and is required to carry out the following functions: Responsibilities and duties are divided into Daily Routine and Occasional Duties.</p> <p><b>DAILY ROUTINES</b></p> <p>Forecasting of demands of stock items, determination of Stock and Recoupment levels applicable to Depot Stores. Directing subordinate staff as regards stock out.</p> <p>Cost avoidance and cost reduction in purchase. Reduction in inventory and improving service level. Initiating and scrutinizing Annual Schedules and Recoupment Slips pertaining to his section at the proper time. Ensuring proper maintenance of bin cards and other records for this purpose. Controlling the system of reporting of quantity and quality of materials.</p> <p>To scrutinize Draft Committee Notes and GM Notes and correct the discrepancies, if any.</p> <p>Scrutiny of purchase proposals and approving the same upto the value of Rs.2,00,000/-, only the lowest tenderers.</p> <p>Initiating Recoupment action, placing of purchase orders, follow up of delivery schedules etc.</p> <p>Avoidance of cases of double Recoupment of materials.</p> <p>Receipt of materials in the Transit Stores, putting up the same for inspection, follow up for inspection reports.</p> <p>Adopting proper labeling for identifying materials under inspection, accepted materials and rejected materials. Suitably arranging the materials in the Transit Stores.</p> <p>Drawing of SRNs in the case of accepted materials, sending rejection memos in the case of rejected materials, ensuring that the rejected materials are collected back by the suppliers. In the case of advance payment purchase orders, it is to be ensured that materials are not returned before the cost of the material is refunded by the suppliers.</p> <p>Follow up with the under writers for settling insurance claims.</p> <p>Taking the accepted materials in stock and proper stocking in the Depot Stores.</p> <p>Issue of the materials against the proper requisitions. Ensure that abnormal quantity is not issued to the departments. While issuing, 'principle of first come first out' is to be followed.</p> <p>Refund of Earnest Money and Security Deposits.</p> <p>Handling of cases of Risk Purchases.</p> <p>Maintenance of discipline in the section.</p> <p>Development of vendors for supplying various items.</p> <p>Allocation of duties to the staff working under him/her.</p> <p>Overall control of Depot Stores.</p>

Sr. No.	Design.	Job carried out
	Contd....	<p><b>OCCASIONAL DUTIES</b></p> <p>Review of Bin cards of 'A' class items. Scrutiny of SV Sheets and exception reports of E.D.P.</p> <p>Reporting to Electric Supply and Building Departments regarding abnormal consumption as well as over stock of the items. Taking action for disposal of surplus stock after consulting the user department. Scrutiny of computer reports.</p> <p>Meeting with the Officers of the Electric Supply and Building Departments.</p> <p>Holding meeting with Stores Officers for explaining new procedures and to solve difficulties.</p> <p>Visit to storage places at various Depots once in a month.</p> <p>To attend conferences.</p> <p>To attend to legal matters pertaining to his/her section.</p> <p>Preparing confidential reports of the staff and officers under his/her charge.</p> <p>Conducting Charge-sheet enquiries, hearing appeals.</p> <p>Make changes of staff whenever required.</p> <p>Plan leave Programme of officers and staff.</p> <p>To perform any other duties as may be assigned from time to time by GM/AGM(M)/ DyCMM.</p> <p>Reports to AGM(M) through DyCMM.</p> <p>To perform emergency duties in case of emergency situations</p> <p>To direct A/GVIII, A/GIX and A/GX carry out emergency duties in case of emergency situations.</p> <p>Attending and giving position in monthly Stores and Supply Co-ordination Meeting.</p> <p><b>Holding Co-ordination meetings with Building and MRE Department.</b></p> <p>Follow-up cases of Meters failed in guarantee period.</p> <p>Follow-up case of lamp failed in guarantee period.</p> <p>To reply MCA queries and Annual MCA Reports.</p> <p>To scrutinize meters specifications (which is major item having tender value of Rs.4 to Rs.30 Crores), doing correspondence regarding same in detail.</p> <p>Deals with cases of refund of 5% and in respect orders for major items Meters, Telephone Exchanges, etc.</p> <p>To scrutinizes and studies IEEMA circular regarding standard indexes, etc.</p> <p>To scrutinizes price variation claim in respect of major items.</p>

Sr. No.	Design.	Job carried out
3.	SMMOP(SB)	<p>To decide the mode of purchase and authenticate names of the firms to whom the tenders / enquiries are to be sent.</p> <p>To look after the administrative work and assists the DMM and coordinates with the work of the department.</p> <p>To scrutinized the Purchase Proposal initiated by AMMOP's.</p> <p>To co-ordinate the works of AMMOP's working under him.</p> <p>To conduct charge-sheet enquiries under standing orders as and when entrusted to him.</p> <p>To approve the Purchase Proposals for the Contract Value upto the delegated powers from time to time.</p> <p>To enter into contract for values upto the delegated powers from time to time.</p> <p>To sign the Acceptance Letters/Purchase Order having contractual value upto Rs.50,000/-</p> <p>To counter sign the Acceptance Letters/Purchase Order having contractual value above Rs.50,000/-</p> <p>Directing AMMOs under him for constant follow up of the purchase orders &amp; getting materials in time.</p> <p>Directing AMMOs under him for initiating AF for price variation change in part number quantity or any other changes required to be carried out in the Purchase Order.</p> <p>Visiting Transit Stores and TCU occasionally if instructed to do so by DMM To carry out the tender opening activities as per the guidelines.</p> <p>To assist DMM for giving the recommendations against the tenders where the tender is required to be recommended by DMM</p> <p>To make the arrangement to send the files to scrap yard for scrapping the same.</p> <p>To attend &amp; assist DyCMM /DMM during the co-ordination meetings with Supply &amp; Building Departments.</p> <p>To attend the emergency duties during the Strike &amp; Bandh.</p> <p>To keep proper follow-up for avoiding the stock-outs during the Fair-Season.</p> <p>To send weekly position in respect of tenders having contractual value above Rs.10 Lac.</p> <p>To follow-up with the Supply Deptt. for obtaining the annual requirements.</p> <p>To instruct the AMMOPs working under him for the strict compliance with the dates of Annual Schedule activities.</p> <p>To scrutinize the major item position after getting the required details from all the AMMOPs before forwarding to the various Head of the Departments of the Supply Branch</p>
4.	MMO(P)	<p>To decide the mode of purchase and authenticate names of the firms to whom the tenders / enquiries are to be sent.</p> <p>To scrutinized the Purchase Proposal initiated by AMMOP's.</p> <p>To co-ordinate the works of AMMOP's working under him.</p> <p>To conduct charge-sheet enquiries under standing orders as and when entrusted to him.</p> <p>To approve the Purchase Proposals for the Contract Value upto the delegated powers from time to time.</p> <p>To enter into contract for values upto the delegated powers from time to time.</p> <p>To sign the Acceptance Letters/Purchase Order having contractual value upto Rs.25,000/-</p> <p>To counter sign the Acceptance Letters/Purchase Order having contractual value above Rs.25,000/-</p> <p>Directing AMMOs under him for constant follow up of the purchase orders &amp; getting materials in time.</p> <p>Directing AMMOs under him for initiating AF for price variation change in part number quantity or any other changes required to be carried out in the Purchase Order.</p>

Sr. No.	Design.	Job carried out
	Contd....	<p>Visiting Transit Stores and TCU occasionally if instructed to do so by SMMOP</p> <p>To carry out the tender opening activities as per the guidelines.</p> <p>In-charge of Computer, Duplicating Machine &amp; Fax maintenance.</p> <p>To certify the cleanliness carried out by the scavengers (posted on contract basis) &amp; to sent the necessary reports to the concerned authority.</p> <p>To assist DMM for giving the recommendations against the tenders where the tender is required to be recommended by DMM</p> <p>To super wise the good house keeping activities.</p> <p>To make the arrangement to send the files to scrap yard for scrapping the same.</p> <p>To attend &amp; assist DyCMM/DMM during the co-ordination meetings with Supply &amp; Building Departments.</p> <p>To attend the emergency duties during the Strike &amp; Bandh.</p> <p>To keep proper follow-up for avoiding the stock-outs during the Fair-Season.</p> <p>To send weekly position in respect of tenders having contractual value above Rs.10 Lac.</p> <p>To follow-up with the Supply Deptt. for obtaining the annual requirements.</p> <p>To instruct the AMMOPs working under him for the strict compliance with the dates of Annual Schedule activities.</p> <p>To scrutinize the major item position after getting the required details from all the AMMOPs before forwarding to the various Head of the Departments of the Supply Branch</p>
5.	AMMO (SB)	<p>Group wise separate Ledger Folios are allocated to 10 Nos. of officers posted in Kussara Section.</p> <p>The Duties to be carried out by each of these officers are as follows –</p> <p>All AMMOPs in Purchase Control Unit are required to take all necessary actions for procurement of materials under vertical System and are responsible for the said actions.</p> <p>To scrutinize the PF, RS, LSF, Case Sheets (Indent) &amp; reminders received from depot./Departments.</p> <p>To initiate the Annual Requirement Schedule for obtaining requirement from the user department at the prescribed date.</p> <p>To workout the tender quantity against the Annual Requirement Schedule.</p> <p>To verify the Tender Quantity, Specification, Drawing. etc. on indent document.</p> <p>To take note of indent wise progress of all the indents in the Control Chart</p> <p>To initiate proposal for opening of Tender.</p> <p>To scrutinize the Draft Tender Form typed by the typist.</p> <p>To scrutinize the Tender File after opening of tender received from TCU Section.</p> <p>To prepare the Comparative Statement (Statement 'A' &amp; 'B')</p> <p>To initiate Purchase Proposal for approval of competent authority.</p> <p>To prepare Draft Committee Notes. GM Notes.</p> <p>To send Committee Notes and GM Notes for approval of Head of the Branch after the TCM.</p> <p>To prepare Final Committee Notes. GM Notes. after obtaining the approval of the Drafts of the Committee Notes and GM Notes and send the same to the respective signing authorities.</p> <p>To initiate relevant correspondence with the firms while finalizing the Tender.</p> <p>To initiate Acceptance letters for approved Purchase Proposal.</p>

Sr. No.	Design.	Job carried out
	Contd...	<p>To obtained Security Deposit against Acceptance Letters.</p> <p>To initiate Purchase Orders for approved Purchase Proposal/ against Acceptance Letter .</p> <p>To put up various Proposals to amend the Purchase Orders.</p> <p>To send reminders. letters. notices.</p> <p>To initiate correspondence with the firm's letters</p> <p>To scrutinized &amp; certify Stores Received Notes.</p> <p>To assign the Vendor rating</p> <p>To initiate Claims against the rejections / Short Supply for which advance payment is made.</p> <p>To follow-up with the firms for supply/replacement of rejected / settlement of the claims.</p> <p>To certify EMD / SD refund advices.</p> <p>To reply Internal Audit and Municipal Audit queries</p> <p>To calculate R.P. / L.D. amount in case of delayed supply from the firms</p> <p>To initiate R.P. / L.D. statement. To put up cases for extension in delivery period.</p> <p>To scrutinize the completed Tender Files &amp; to take necessary action for preserving and disposal of the same.</p> <p>He is assigned duties to take necessary step to make materials available pertaining to him to avoid 'off-supply' position. To initiate the cases for OB Memo in case the supplier fails to produce necessary documentary evidence in support of L.D.</p> <p>To give the major items position on monthly basis.</p> <p>To provide the detail position of items to be discussed in Stores-Supply, Stores-Meters &amp; Stores-Building Co-ordination meetings.</p> <p>To make every effort to develop 'New' vendors.</p> <p>To prepare vendor base for the material.</p> <p>To ascertain reasons when prices increase abnormally by correspondence &amp; discussions with vendors &amp; by referring to Standard Rate Circulars e.g. IEEMA etc.</p> <p>To find out budget impact due to increase in statutory components.</p> <p>To seek clarification from Legal Dept. &amp; Sales Tax Consultant regarding Legal and Sales Tax &amp; Statutory Components matters, respectively.</p> <p>To attend meetings in respect of same with concerned Dept. / Consultants.</p> <p>To put Price Variation Claims (Upward/Downward).</p> <p>Monitor the rates from IEEMA &amp; Economic Times.</p> <p>To prepare after minute scrutiny the tender documents (having 100 to 150 pages) of Major Items like Cables, Transformers, Switchgears, Scada, Meters etc.</p> <p>To workout effective ranking when 'Trial' orders are to be given as per the guidelines.</p> <p>To process major item indents where the tender files will have 2000 pages approximate.</p> <p>To monitor drawing approval, proto approval &amp; pre-despatch inspection at factory in respect of Major Items &amp; delivery schedule etc. on above basis.</p>



Sr. No.	Design.	Job carried out
	Contd.....	<p>To collect &amp; forward the Administrative Charges towards verification of Bank Guarantee for SD &amp; Performance Guarantee.            To scrutinize the Bank Guarantee in respect of SD &amp; Performance Guarantee &amp; forward the same to Legal Department.            To collect Factory Inspection charges (Rs.2000/-) from 'New' recommended firms &amp; to sent the same to Cash Department.            To forward the DD received towards EMD &amp; SD to Cash Department.            To give performance report in respect of 'Trial' orders in monthly co-ordination meeting &amp; to ensure that the issue clerk to issue the material received against 'Trial' order on <u>FIFO Basis</u>. To attend the emergency duties during the Strike, Bandh period.</p>
6.	CL/TY/SUP(P)	<p>One each to assist AG/VIII Officer in Vertical System.            To Type Proposals.            To Type Acceptance Letters.            To Type Purchase Orders            To type Amendment Form.            To Type Reminders in case delivery schedule is over due.            To Type Stores Received Notes.            To type Rejection letter in case rejected material.            To Type Reminder &amp; Notices due to non-supply of material.            Filing of paper pertaining to particular files.            Checking &amp; sorting out the completed files.            To take note of various action in registers.            Arranging files to send the same at Record Section.            To Calculate Liquidation Damages Cost and preparing Statement for audit Scrutiny.            To carry out day-to-day work in absence of AG/VIII Officer.            To perform any other duties assigned by senior officer.            To take note of Purchase Orders on Bin Cards.            To release the Purchase Order, Letters, Contract Work Order etc.            To take out Stock Position in case of critical stock items.            To type Committee Notes.            To send tender files for Vendor Analysis.            To refund EMD / SD.            To mention EMD Advice No. on payment copy &amp; tender file copy of respective Purchase Orders.            To mention 460K(d) &amp; 460M No. wherever necessary on Acceptance Letters / Purchase Orders.            To enter 460L No. for +25% Qty. Variation for BCR Items.            To send Acceptance Letters / Purchase Orders to the firms by Fax.            To type tender forms &amp; papers / form / condition in connection with tender document.</p>

Sr. No.	Design.	Job carried out
	Contd....	<p>To file Stores Received Note separately in box file.</p> <p>To contact firms on telephone whenever necessary.</p> <p>To attend outdoor duties whenever necessary.</p> <p>To Draw of SRNs in the case of accepted materials</p> <p>To send rejection memos in the case of rejected materials and also ensuring that the rejected materials are collected by the Suppliers.</p> <p>To prepare advices for Refund of Earnest Money and Security Deposit</p> <p>To type the reply of audit queries</p> <p>To type draft Committee Note</p> <p>To file the papers in the respective tender files when received from TCU after opening of the tender and number the pages</p> <p>To Put up Amendment Form whenever necessary</p> <p>To obtain Bank Guarantee for Security Depot and performance</p> <p>To process Annual Requirement Schedule for the purchasing of the materials</p> <p>To obtain recommendation of the consuming departments</p> <p>To put up recommendations to the sanctioning authority</p> <p>To follow up purchase orders and to issue reminders, risk purchase notices ,whenever necessary</p> <p>To take up rejections with the suppliers</p> <p>To prepare Lead time report, facility charges, statistical report.</p> <p>To perform any other duties as may be assigned from time to time by superior</p> <p>To initiate annual contract schedules at the scheduled time.</p> <p>To work out the amount of penalty</p> <p>To put up amendment forms</p>
7.	Supervisor	<p>To maintain attendance Register of Scheduled / Non-scheduled staff.</p> <p>To send absentee report to AAM(M).</p> <p>To fill up Heavy Duty allowance / Meal allowance / Acting allowance Forms of Scheduled / Non-scheduled Staff.</p> <p>To fill up leave forms, PF Forms, LTA, Encashment forms, Grain Requisitions, Identification Notes, etc.,</p> <p>To fill up Purchase Forms of Non Stock Items such as Stapler Pins, Hole Guard etc.,</p> <p>To recoup Stationery Items every month.</p> <p>To deal with matter with Transfer, Promotions, Temporary Recruitment, Disciplinary Action against employee.</p> <p>To arrange for certification of punching cards of Scheduled / Non-scheduled Staff from competent Authority.</p> <p>To fill up clothing requisitions of Non-scheduled Staff and arrange for distribution of clothes amongst Non-scheduled Staff.</p> <p>To arrange for Festival Advance Payment.</p> <p>To follow up with Garbage Contractor for removal of Garbage / Rubbish.</p>

Sr. No.	Design.	Job carried out
	Contd.....	<p>To assist Issue Supervisor in case of Shortage of Staff.            To maintain Dead Stock Register.            To maintain First Aid Box.            To assist SMMOD(SB) in preparing &amp; serving Charge-sheet upon delinquent employee.            To preserve the Office record with proper filing.            To follow up the matters with various Dept. in connection with day to day office work.            To Supervise the job of House Keeping with regular follow up.            Any other incidental work</p>
8.	Supervisor	<p>To attend phone calls / messages for Dy CMM &amp; other Officers            To Maintain PF, STD, Committee Note Follow up, Tea /Snack registers            To go through all files, papers marked to Dy.CMM            To maintain important office Files for ref of Dy.CMM.            To update AR Schedule            Any other work assigned by senior officers            To look after work of Supervisor Establishment when on leave</p>
9.	CLERK/SUP(P)	<p>He has been given the very critical responsibility of scrutinizing all High Value Procurement Proposals going for approval of GM / Committee.            He also combines his responsibilities with other responsibilities of Establishment Supervisor, PA to DyCMM when they are on leave.</p>
10.	Supervisor	<p>To maintain leave record of 'A' &amp;'B' Grade officers            To report of contracts under section 460K(d) &amp; 460(M)            To prepare an annual administrative report of MM Department (Kussara)            To follow up MCA quires of all types frequently.            To prepare Lead time and Statistical report            To prepare budget proposal            To prepare statement of staff position            To send performance report of confirmation for the purpose of confirmation of officers            To Maintain the leave records of staff            To prepare monthly report saving rate matching, facility charges            Checking Committee Notes, Prepare Weekly Position report &amp; monthly report.            To look after work of Supervisor Establishment &amp; PA to DyCMM when of leave            Any other work assigned by senior officers</p>
11.	Supervisor/OA(P)	<p>Record Room -To Receive Tender File for preserving in the Record Section from concern purchase officer            To issue the Tender file to concern purchase officer whenever require            To maintain register for Tender File record</p>

Sr. No.	Design.	Job carried out
12.	CLERK/SUP(P)	System Admin- All jobs connected to OLIS, E-Office, Opera .Taking backup every day Morning, Afternoon & Evening, Looking after Hardwar & Software problems
13.	CLERK	Very Important work of Generating all types of Indents which are required for processing Tenders. He is also responsible for providing System Data to the Officers & Staff. He also acts in place of System Admin when he is on Leave.
14.	CLERK/SUP(P)	<p>DESPATCH CLERK</p> <p>To look after despatch work of SB Section.</p> <p>To segregate and to sort the documents as per their types e.g. Bills, Firms letters, Inter departmental correspondence, Circulars etc.</p> <p>To check the proper addressing of the letters.</p> <p>To despatch letters to the respective authorities.</p> <p>To ensure that the letters with `Urgent` and `Immediate` Flag are despatched promptly.</p> <p>To make necessary entries in Despatch Register.</p> <p>To receive outward letters / faxes by acknowledging the despatch book or the second copy of the concerned section or from the courier office or post office.</p> <p>To send SRN copies, Tender Intimation copies, Tender Forms to Correspondence Dept. for further despatch.</p> <p>To arrange for Man Power etc. for handling despatch boxes / books / samples to various Depts.</p> <p>To enter various Purchase Forms in the register and forward the same to Depot for further disposal.</p> <p>To distribute despatch received from Depot Stores.</p>
15.	CLERK/SUP(P)	Cash Purchase
16.	CLERK/SUP(P)	<p>To assist DMM(SB) in preparing various notes and proposals pertaining to MMD-Kussara, Dadar &amp; General Section.</p> <p>To modify Committee Notes, Covering Notes, Tender Documents, Reply to Audit queries, Reply to MCA queries, CAG queries, various proposals in respect of purchase of Computer Systems, LAN Systems, etc.</p> <p>To attend MMD-Colaba office for further modifications of Committee Notes, Covering Notes, other important documents, etc.</p>

Sr. No.	Design.	Job carried out
17.	CLERK/TY/SUP(P)	<p>To Check Firms Registrations request &amp; give the User I.D. &amp; Password.            Uploading of P.O./ Uploading of Tender.            To Print and Downloading bids of tenders commercial bids.            To Download bids sent to concern officers through e-Office.            Tender Intimation sent to Indenting Dept./ and telephonic intimation.            Activities of Tender Publication.            To Give Guidance regarding Generating/ uploading tenders to AG/ VIII Officers.            To Hand over tender files to Technical Suitability Evaluation Committee at the time of tender opening.            To Submit of Technical Suitability Evaluation Committee Report and sent to Dadar TCU by E-mail.            To Acceptance of the tender samples from firms.            To send Tender Samples for Inspection authority/ Material Testing Dept.            After completion of order, samples collection from Inspection authority/ Material Testing Dept.            To return Samples to firm.            To Advertise advice and News paper cutting file in the tender files.            Paging numbering to all Tender files</p>
18.	SEPOY / JAMADAR(P)	<p>To attend cabin duty, attending bells of CMM, DMM, Officers &amp; Staff.            To clear the table out basket despatch.            To pass on the message to particular officer etc.            To take out papers from officers (i.e. CMM/DMM and distribution of the same to particular officer (Purchase Officers)            To collect the despatch received from Colaba &amp; send the despatch to Colaba            To bring the Xerox copies from outside as well as from Street Lighting Dept.            To send Fax Messages.            To forward local despatch / samples within the building premises.            Cleaning &amp; Dusting of Tables &amp; Computers            To attend outdoor work if any.</p>
19.	CLERK/SUP(P)	<p><b>TRANSIT STORES</b>            1) To scrutinize rejection memos and send copy to concerned O.A.            2) To hand over material to issue section after SRN &amp; verifying the quantity.            3) To go out side for weighing of material exceeding 1000 kgs. for eg. cement, earthing pipes, M.S.Angles, etc.            4) To issue under inspection material to various departments in emergency case with approval of `A` Grade Officers through M.D. Note with requisition.            5) To settle the dispute regarding quantity as well as weight of the material.</p>

Sr. No.	Design.	Job carried out
	Contd....	<p>6) To attend telephone call from the parties regarding SRN &amp; their passing of material etc.</p> <p>7) To register the material received from various sites after verifying challan &amp; material requisition.</p> <p>8) To check telephonic enquiry P.O.s for delivery within 45 days.</p> <p>9) To sign inspection form and check the details on inspection forms regarding weight and quantity etc.</p> <p>10) To assist the inspection authority of Building &amp; Supply when they visit to inspect their material at Tr. Stores.</p> <p>11) To remind parties on telephone regarding their rejected material.</p> <p>12) To follow-up inspection cases of the material and send reminders to the concerned Departments.</p> <p>12) To dispose unclaimed material after getting permission of DMM(SB)</p> <p>13) Monthly report regarding receipt of material, accepted material &amp; rejection of material.</p> <p>14) Prepare O.A. wise computer statement regarding rejection of material every month.</p> <p>15) To attend various telephone calls every day.</p> <p>16) To ensure that under inspection material is not issued by issue section of depot.</p> <p>17) To ensure that rejected material is not issued wrongly by issue section, Kussara.</p> <p>18) To check the delivery before unloading &amp; preparation of Inspection Memos thereafter. Sending of such Inspection Memos to concern Inspection Authorities through e-mail.</p>

Sr. No.	Design.	Job carried out
1	SMMOD(SB) / MMOD(SB)	<p><b><u>DEPOT STORES</u></b></p> <p>The SMMOD(SB) &amp; MMOD(SB) are responsible for verification and accounting of 975 Nos. of stock items and 500 Nos. of non-stock items approx. required by the Electric Supply and Building Department. Following main functions are carried out by them.</p> <ol style="list-style-type: none"> <li>1. To have an overall managerial control over the functioning of stores.</li> <li>2. Receiving and taking into stock the correct quantity of materials from transit store as per SRN's.</li> <li>3. Forecasting of demands of stock items, determination of Stock and Recoument levels raising various types of indents in time to ensure timely processing of tenders.</li> <li>4. Issuing correct quantity of materials against requisitions</li> <li>5. Ensure proper storage and stoking FIFO and minimize wastage, damages, and spoilages and have alert check to prevent any sort of pilferages.</li> <li>6. Stock verification of all stock items once in a year.</li> <li>7. To have proper documentation and maintain records properly.</li> <li>8. Reporting of erratic consumption and non-moving/slow moving items .</li> <li>9. Labour handling of class IV workers.</li> <li>10. Upkeep of store premises.</li> <li>11. Replying Audit queries in respect of stock verification and non-moving etc.</li> <li>12. Put up for disposal of non-moving/dead inventory</li> <li>13. To account for items in case of premature failure.</li> </ol>
2	Supervisor	<p>Renewal of various types of licenses</p> <p>Establishment work of staff of the section.</p> <p>Work as reliever against absenteeism at issue or other counters.</p> <p>To assist Issue Supervisor in case of Shortage of Staff.</p> <p>To maintain Dead Stock Register.</p> <p>To maintain First Aid Box.</p> <p>To assist SMMOD(SB) in preparing &amp; serving Charge-sheet upon delinquent employee.</p> <p>To preserve the Office record with proper filing.</p> <p>To follow up the matters with various Dept. in connection with day to day office work.</p> <p>To Supervise the job of House Keeping with regular follow up.</p> <p>Any other incidental work</p>

Sr. No.	Design.	Job carried out
3	CLERK/SUP(P)	Posted at Anik Sub Stores to Receipt and Issue Materials and all other allied works, concerning stores activities.
4	CLERK/SUP(P)	Posted at Colaba Sub Stores to Receipt and Issue Materials and all other allied works, concerning stores activities.
5	SHOP/REC	Punching of Material Requisitions received from indenting department , issue of materials , Receipt of Materials form Transit stores , Accounting of premature failure lamps, Accept scrap materials( one-by-one replacement items) from user departments, to take daily stock verification of 10 to 15 items. To assist in stock verification and other allied works.
6	SHOP/REC	Posted in major section to Receive and Issue Transformers, C.T.,Breakers , RMU, Pillers etc, SRN Posting and Allied Jobs, Works instructed as per Superiors.
7	SHOP/REC/SUP(P)	<p>Daily material requisition posting.</p> <p>To check L.F. and Description while doing the posting.</p> <p>To carry forward balance in the Bin-card on the first day of every month.</p> <p>To fill up monthly consumption on Master card at the end of the month.</p> <p>To mark negative Bin balance and bring to the notice of SMMOD(SB).</p> <p>To check the Recoupment level, Minimum stock level &amp; Stock in hand for Recoupment slip, Low stock form, and to remark the same.</p> <p>Sorting of requisitions as per Revenue and Capital code.</p> <p>To prepare agreement slip and dispatch the copies to Colaba Stores A/C Section.</p> <p>Dispatching requisition copies to store A/C at colaba depot. SRN Posting,</p> <p>New job i.e. Citas system operated and any typing work, Accounting of Meal allowances.</p>
8	SHOP/REC/SUP(P)	Posted at Wadala Sub Stores to Receipt and Issue Materials and all other allied works, concerning stores activities.
9	SHOP/REC/SUP(P)	Stock Verification, MCA and Internal Audit queries reply, Receive and Issue Transformers, C.T., Breakers, RMU, Pillers of Major Section, SRN Posting and Allied Jobs, Works instructed as per Superiors.
10	SHOP/REC/SUP(P)	<p><b><u>Copper Godown</u></b></p> <p>Issue of materials, Receipt of Materials form Transit stores, Accounting of premature failed lamps, Accept scrap materials from user departments, To assist in stock verification and other allied works and works instructed as per superior.</p>



Sr. No.	Design.	Job carried out
11	Sup (P)	System Admin Work, Generate Indent i.e. RS, LSF & AR Schedule and Monthly statement works.
12	SHOP/REC/SUP(P)	Posted in major section to Receive and Issue Cables , SRN Posting Material requisition posting and Allied Jobs, Works instructed as per Superiors.
13	SHOP/REC	Computer work S. V. of materials and Works instructed as per Superiors.
14	MUCCADAM	<ol style="list-style-type: none"> <li>1. To give attendance of Nawghanies to Establishment Supervisor.</li> <li>2. To allocate the work among Nawghanies.</li> <li>3. Supervise the work done by Nawghanies like, Sweeping/ Cleaning / Mopping, Breaking/Opening of cable drum and storing the material in appropriate bin/rack etc.</li> <li>4. To arrange storage space for newly received cable drums, transformer, Sw/Grs. etc.</li> <li>5. To arrange cable drums in Cable Shed for smooth issue.</li> </ol>
15	Nawghany / SR NAWGHANY(P)	<ol style="list-style-type: none"> <li>1. Cleaning &amp; mopping the premises of Transit Stores.</li> <li>2. To hand-over the materials to depot stores against SRN.</li> <li>3. To keep the materials at proper place as instructed by superiors.</li> <li>4. To tag the materials received as per the instructions from superiors.</li> <li>5. To open the packing.</li> <li>6. To count the materials.</li> <li>7. To hand over the materials like C.T., Capacitors etc. to MTS and collect back the same after testing.</li> <li>8. To Issue the material as per instructions of Shop Recorders and clerks.</li> <li>9. Any other work assigned by Mucadam and higher authorities.</li> <li>10. Delivery of defective material to concern firm/company.</li> <li>11. Scrap material, i.e. wooden boxes, corrugated papers, Metallic materials and Non-moving material, to be dumped at Oshiwara Scrap Yard.</li> <li>12. Issue of heavy material from (1) Ton to several Ton like transformer, Sw/Grs., Reactor, Capacitor Bank, Cable Drums, etc. to make the space available for fresh delivery at Kussara, Dharavi, Anik, Dadar and Wadala Meter Godown.</li> <li>13. Transporting and shifting of above heavy material in the yard and enclosed space.</li> <li>14. To shift the material from gangway of Kussara Main stores to the of Dist. W/Shop.</li> </ol>

**DUTIES & RESPONSIBILITIES OF OFFICERS / STAFF OF  
MATERIALS MANAGEMENT DEPARTMENT**

**(Sales Section)**

Sr. No.	Designation	Job carried out
1.	AAMM(S)	<p>In-charge of Oshiwara Scrap Yard. He is responsible for accepting unserviceable and scrap materials credited by the various departments for Disposal of the scrap material received in the Scrap Yard and stacking them in proper manner in the storage places at Wadala (Anik) and Oshiwara Scrap Yard.</p> <p>He enters into a Contract for appointment of Auctioneers for conducting e-auction.</p> <p>He ensures that the Auction Catalogues are prepared well in advance and handed over to the Auctioneers before he inserts the auction advertisement in the newspapers and on website in details. For this purpose, he instructs the Officer under him to send the disposal advices to Auctioneer for conducting e-auction at least before two weeks of the auction date.</p> <p>He ensures putting identification boards on saleable items in the Scrap Yard to enable the prospective bidders to inspect the materials.</p> <p>He attends auction along with Asst. General Manager (Materials) and other superintending officers.</p> <p>He advices MMO(Sales) to deliver the material after sale of material to the successful bidder who pays the full amount of Sale Value &amp; Taxes.</p> <p>He settles disputes / requests regarding ground rent and other aspects in respect of sold out material.</p> <p>He puts up necessary notes to AGM(M), AGM(A) as regards desirable deviations in the procedures for disposal of items, so that the items remained unsold for a long time are expected to be disposed off without much further attempts.</p> <p>He ensures that the note for post facto approval for disposal of items is submitted to the GM, BEST Committee and Corporation, depending upon the value of sold out materials.</p> <p>He complies with the requirements of Sales Tax Authorities, MPCB etc.</p>
2	SMMO	<p>The work of Oshiwara Scrap Yard is directly under his control under the guidance of AAMM(S).</p> <p>He Supervises, directs and guides the staff under him including MMO(Sales), AMMO(Sales) for the smooth functioning of the receiving and disposal of scrap material.</p> <p>Obtains disposal advices of scrap materials received at Oshiwara/Anik Scrap Yard thereafter directs and guides the staff under him for preparation of Catalogue of items to be disposed off.</p> <p>He revises the quantity of the material to be put in e-auction, if necessary, in consultation with MMO(Sales), AMMO(Sales).</p> <p>He gets prepared the Reserve Price Statement for AGM(M) for fixing R.P. for Auction.</p> <p>He certifies delivery orders after ensuring that the all payment are correctly received from concerned bidders.</p> <p>He directs and guides the concerned staff for preparation of Committee Notes of sold out materials VAT Statements etc.</p> <p>He Ensures that daily cash collected from the bidders is banked of Remittance Statement duly audited are sent to concerned depts..</p> <p>He Certifies and ensures that G.S. Memos of all the sold out / delivered materials are prepared and sent to concerned depts...</p> <p>He Certifies various types of bills, such as auctioneer commission bills, refund bills, etc.</p> <p>He Assists for preparing VAT assessment work.</p> <p>He co-ordinate with MMO(Sales)/AMMO(S) for preparing disposal advices, stacking materials, delivery of materials etc.</p> <p>He Conducts departmental enquiries whenever asked to do so.</p> <p>He Invite Tender for Clearance and Transportation of U/T material of scrap material.</p> <p>He carries out any other work assigned to him from time to time by his higher officers.</p>

Sr. No.	Designation	Job carried out
3.	MMO(Sales)	<p>He is In-charge of scraping and Disposal of material.</p> <p>He Arrange to accepts the scrap, serviceable, obsolete items being credited by the various departments under Credit Notes sanctioned papers duly authorized.</p> <p>He ensure when scrap capital items are brought to Scrap Yard, the necessary sanction papers for the sale accompanies the authorized Credit Notes.</p> <p>He verifies the Credit Note details for correctness of the material description and the quantity.</p> <p>He entire the materials are stack in an orderly manner and in the proper Bins without the possibility of getting them mixed up. For this purpose, the subordinate staff are to be engaged daily.</p> <p>He takes special care to store costly items in godown which can be securely locked.</p> <p>He ensure where the quantity is not specified in the Credit Note, as far as possible, the quantity assessment should be corrected.</p> <p>He ensures for sending monthly advices to EDPM for the preparation of Transaction Register.</p> <p>He rectifies the errors in the Transaction Register when received from EDPM and the rectifications are further advised.</p> <p>He judged the quantity of bulky materials (wood, plywood) received and the material to be sold in numbers (tyres) which are presently to be stored at Anik Depot.</p> <p>He prepares disposal advices for scrap materials including in the Auction Catalogue. Before sending the advices, it is preferable to get the quantity description etc. duly verified by the stock verification Officer of the Audit Department.</p> <p>He follows up with the appointed Auctioneer for sufficient copies of the Auction Catalogue and marks the items for disposal with identification number, item No., description and the quantity. This has to be done to facilitate inspection of the items by the prospective bidders.</p> <p>He Displays boards on the Disposal materials in the Scrap Yard and Anik Depot, highlighting the important sales conditions, such as materials are sold as is where is basis, when no sorting of materials will be permitted. The boards showing the dates of the next auction are also to be put up in prominent places.</p> <p>He ensures that the incoming material of identical item is stacked separately, especially sold when the items are to be sold in lots.</p> <p>He book appointments for the bidders to delivers the material after receipt of delivery order.</p> <p>He collect Ground Rent charges, penalty for failure to honour the appointment from the bidders and weighment charges, if applicable.</p> <p>He prepares material removal advices and gets the same audited.</p> <p>He overall supervise all the activities of the Scrap Yard.</p> <p>He conduct departmental enquiries whenever asked to do so.</p> <p>He has to carry out any other duties assigned to him by his senior officers from time to time.</p>
4	AMMO(Sales)	<p>He supervise delivery of sold out scrap materials as a panel member along-with Security and Audit Officers.</p> <p>He procure materials required for the Section.</p> <p>He prepare Budget estimates, Budget proposals to be submitted to the Management.</p> <p>He Correspondence with various department for smooth functioning of the Section.</p> <p>He Supervise Auction related work.</p> <p>He assist MMO(Sales) for delivering the material.</p> <p>He carry out any other relevant work pertaining to the department.</p> <p>He look after other miscellaneous work assigned by the Sectional Heads.</p>

Sr. No.	Designation	Job carried out
5.	Supervisor/AAO(P)	<p>Staff matters such as maintaining attendance musters, Leave records etc. and to carry out various Establishment related work.</p> <p>To receive Lost Property materials from Lost Property Section of Traffic Department and keep them in order under lock and key and To translate Marathi list of Lost Property material in English for Auction Catalogue.</p> <p>To prepared various proposal for Office equipment and materials. To make correspondence with various Department.</p> <p>He supervise delivery of sold out scrap materials as a panel member along-with Security and Audit Officers alternately.</p>
6.	Supervisor/AAO(P)	<p>Letters to AO(Registration) for cancellation of Registration. Final Notice to bidders. Maintaining record of Calculator received from Lost Property Section. Keeping Account of expenditure towards Xeroxing.</p>
7.	Supervisor/AAO(P)	<p>He supervise delivery of sold out scrap materials as a panel member along-with Security and Audit Officers.</p> <p>Preparing Office Stationary and Computer Cartage, Absentee Memo of A &amp; B Grade Officers. Meal Allowance, Washing allowance, Other allowances, Excess material Statement and to Assist AMMO(S) for preparation of e-auction.</p>
8.	CLERK	<p>To receive the materials from various Departments and to maintain weight/quantity Register.</p>
9.	CLERK/SUP(P)	<p>Preparation of G.M. / Committee Note after e-auction held.</p> <p>G.S. Memo's on the basis of removal.</p> <p>To maintain Progress Register and prepared OAOB Statement.</p>
10.	CLERK/SUP(P)	<p>Preparation of Auction Catalogue on the basis of disposal advice.</p> <p>Preparation of Reserve Price Statement of auction.</p> <p>Preparation of Reconciliation Statement, Auctioneer commission bills, Value realized in monthly auction sale and Grant of installment to the bidders for the payment of sale value. Furnishing Statement and data to Management.</p>
11.	CL/TY/SUP(P)	<p>To work on Computer as a Operator.</p> <p>To prepared Break-up Sheet duly audited to delivered the material lot wise.</p>
12.	SHOP/REC/SUP(P)	<p>To prepared Disposal List &amp; to maintain Register thereof and to take approx. weight of yard item and accurate weight of Godown items, quantity of materials and their sale value</p> <p>He supervise delivery of sold out scrap materials as a panel member alongwith Security and Audit Officers, on turn wise basis.</p> <p>To prepare Material requisition and Credit note of sold out material in e-auction.</p>
13.	SHOP/REC/SUP(P)	<p>To receive the materials from various Departments and to maintain weight/quantity Register.</p> <p>To prepare Removal Advise</p> <p>To help AAMM(S) to reply the MCA Queries.</p>

Sr. No.	Designation	Job carried out
14.	SHOP/REC/SUP(P)	Collection of payments made by Bidders and Deposit the same in Punjab National Bank and to prepare Remittance Statement thereafter. He supervise delivery of sold out scrap materials as a panel member along with Security and Audit Officers, on turn wise basis.
15.	SHOP/REC/SUP(P)	To receive the materials at Anik Depot on Tuesday & Friday. To receive the materials from various Departments and to maintain weight/quantity Register.
16.	MUCCADAM	To allocate the work to the Nawghanies. Keep the cleanliness of the premises of the Oshiwara Scrap Yard including Auction Hall and Godowns. Proper stacking of the materials with the help of Nawghanies. Removal of Waste, Rubbish. All other relevant work pertaining to above. Such other miscellaneous work assigned by the superiors.
17.	HEAVY NAWGHANY / SR. NAWGHANY (P) / NAWGHANY	Cleaning of the yard, Auction Hall, Godown., Proper stacking of the materials, Carrying out Despatch, Files, Registers, Letters to Colaba / Dadar etc., Washing of the Auction Hall, Office etc., Counting Segregation, Identification and weighment of the scrap materials, All other miscellaneous work assigned by the superiors.

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- 4. (b)(iii): Procedure to be followed in the decision making process, including channels of supervision and accountability**
- N.A
- 4. (b)(iv): Norms set by it for the discharge of its functions**
- Circulars, Procedure Orders, Administrative Orders, Standing Orders, Service Regulations and orders issued by the management from time to time.
- 4. (b)(v): Rules, Regulations, Manuals and Records held by it or order its control or use by its employees for discharging functions.**
- Circulars, Procedure Orders, Administrative Orders, Standing Orders, Service Regulations and orders issued by the management from time to time.
- 4. (b)(vi) : The statement of the categories of documents that are held by it or under its control:**
- Staff Record Files of officers and staff of the Materials Management Department.
- 4. (b)(vii) : The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:-**
- N. A.
- 4. (b)(viii) : A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as sits part or for the purpose of its advice, and as to whether meetings of those boards, councils committees and other bodies are open to the public or the minutes of such meetings are accessible for public :-**
- N. A.
- 4. (b)(ix) : A directory of its officers and employees :-**

**List of the Members of Staff on Roll of M.M. Dept.**

**A Grade officer**

<b>Sr. No.</b>	<b>Name</b>	<b>Ch. No.</b>	<b>Design.</b>	<b>Section</b>
1	Shri G. P. Pawar	207060	CMM	HO
2	Shri R. A.Prabhu	207062	Dy. CMM	SB
3	Shri S. S. Gharat	207071	MM	HO
4	Shri P. B. Khavare	207076	DMM(SR.)	TI
5	Shri G.D.Ubhalkar	214469	DMM	GEN
6	Shri D. V. Kottari	207077	DMM	SB
7	Shri M. Y. Pednekar	207080	DMM	SB
8	Shri B. D. Koshti	207102	DMM	TII
9	Shri S.D.Kemkar	215299	DMM	SB
10	Shri C.K.Ghode	216720	DMM	TI

11	Shri V.B.Bagwe	210694	AAM(M)	HO
12	Shri V.U.Pansande	214754	AMMM	SALES

**B Grade Officer****A/GX**

Sr. No.	Name	Ch.No.	Design.	Section
1	Shri P.V.Pingle	213768	SMMO	Sales
2	Shri S.L. Sangle	215404	SMMO	TI
3	Shri S.Y. Mahadik	212880	SMMO	TI
4	Shri T.Z.Madavi	215530	SMMO	TII
5	Shri A.R.Sinkar	211152	SMMO	SB
6	Shri N.A.Gujar	213385	SMMO	TII
7	Shri S.R. Kansara	211153	SMMO	SB

**A/GIX**

Sr. No.	Name	Ch.No.	Design.	Section
1	Shri B.S.Kale	214531	MMO(D)	SB
2	Shri A.B.Bhangre	215445	MMO(D)	TI
3	Shri N.V.Sawant	211672	MMO(P)	GEN
4	Shri M. D. Bhojane	194197	MMO(P)	SB
5	Smt. P.C. A. D'souza	212065	MMO(P)	TII
6	Shri J.V.Gadekar	213727	MMO(P)	HO
7	Shri G.N.Mayekar	211176	MMO(P)	HO
8	Shri A.E.Khunte	214152	MMO(P)	TI
9	Shri R.B.Bhoir	214134	MMO(P)	GEN
10	Shri M. B. Rajopadhye	212313	MMO(PA TO AGMM)	HO
11	Kum. S.D. Kamble	214024	MMO(P)	SB

**A/GVIII**

Sr. No.	Name	Ch.No.	Design.	Section
1	Shri A. S. Nawale	183632	AMMO	GEN
2	Shri M. D. Sangle	197153	AMMO	SALES
3	Smt. S. U. Malap	210689	AMMO	TII
4	Shri M. J.Thayil	212225	AMMO	TII
5	Smt. V. I. D'souza	212426	AMMO	TI
6	Shri R. R.Tripathi	212711	AMMO	TII

7	Shri P. D. Gaikwad	213035	AMMO	TII
8	Smt. S.H. Mayekar	213041	AMMO	GEN
9	Shri D.G. Tiwarekar	213064	AMMO	TII
10	Shri A. A.Salvi	213164	AMMO	TII
11	Shri G. R. Khot	214101	AMMO	TI
12	Shri R. D. Virkar	214466	AMMO	SB
13	Shri A.D. Waghmode	214570	AMMO	TI
14	Shri K.B. Torne	214620	AMMO	SB
15	Smt.C.V.Shelke	215011	AMMO	TI
16	Shri C. P.Khandekar	215580	AMMO	SB
17	Shri S. D. Waghmode	215757	AMMO	SB
18	Shri V.S.Raghatwan	217284	AMMO	SB
19	Shri S.V. Mukane	217339	AMMO	GEN
20	Smt S.G.Baramate	217557	AMMO	GEN
21	Shri S. S. Jadhav	323604	AMMO	SB
22	Shri D. G. Surve	408555	AMMO	TI
23	Smt.C.A.Sonawane	214705	AMMO	TI
24	Shri M.S.Doiphode	322724	AMMO	SB
25	Shri U.A.Lagwankar	216016	AMMO	SB
26	Shri R.N.Kamble	215401	AMMO	TII
27	Shri H M.Rajgadkar	217338	AMMO	GEN
28	Shri M.R. Subandh	211741	AMMO	HO
29	Smt S.V.Hivalkar	214414	AMMO	TI
30	Shri D.T.Malvankar	211733	AMMO	SB
31	Shri V.R.Dubey	212630	AMMO	TI
32	Shri C.V.Thakur	211869	AMMO	TI
33	Shri A.B.Chavan	213563	AMMO	TII
34	Smt.M.M.Rokade	214742	AMMO	GEN
35	Shri P.H.Male	213745	AMMO	HO
36	Shri S.A.Tipnis	213485	AMMO	GEN
37	Smt.P.C.Shambharkar	215840	AMMO	TII



**SUPERVISORS in Grade A/GVII**

<b>Sr. No.</b>	<b>Name</b>	<b>Ch.No.</b>	<b>Design.</b>	<b>Section</b>
1	Shri B. A. Gaffur	210832	Supervisor/OA(P)	SALES
2	Shri P.B. Gawade	211197	Supervisor/OA(P)	HO
3	Smt.N.S.Shirsekar	212028	Supervisor	HO
4	Shri A.D. Aitawade	212120	Supervisor/OA(P)	HO
5	Shri M.R. Farooqui	212132	Supervisor/OA(P)	TI
6	Shri P.D. Rane	212283	Supervisor/OA(P)	HO
7	Shri N.V. Prabhu	212637	Supervisor/OA(P)	SALES
8	Shri R.K. Khute	213204	Supervisor/OA(P)	SB
9	Smt. A.V.Khmbete	213514	Supervisor/OA(P)	TI (On Loan)
10	Smt. U.J. Korde	213524	Supervisor/OA(P)	TII
11	Shri V.B. Khanolkar	213643	Supervisor	SB
12	Shri M.W.Korgaonkar	213860	Supervisor/OA(P)	SB (On Loan)
13	Smt.R.R.Adkar	213904	Supervisor/OA(P)	TI
14	Smt. B.A. Kambli	214285	Supervisor	HO
15	Smt.G.P.Tondwalkar	214379	Supervisor	HO
16	Shri V.B.Malkar	214392	Supervisor	HO
17	Smt.M.S.Joshi	214393	Supervisor	TII
18	Smt. V.S. Nair	214395	Supervisor/OA(P)	HO
19	Smt K.S.Sawant	214798	Supervisor	SB
20	Shri L.L.Lokhande	215751	Supervisor	TII
21	Smt S.S.Tadge	216235	Supervisor	TI
22	Shri T.A.Baviskar	217330	Supervisor	TII
23	Kum. Y.L.Deshmukh-Dubey	217347	Supervisor	TII
24	Smt. U.R. Burase	217349	Supervisor	SB
25	Shri K.V.Sawant	214359	Supervisor	SB
26	Shri R.M.Kadam(vacancy trans from Supply)	213686	Supervisor	HO
27	Shri R.M.Pednekar	214297	Supervisor	HO
28	Shri S.M.Patkar	213381	Supervisor	HO
29	Shri P.L.Bidoo	214196	Supervisor	HO
30	Smt P.S.Nibre	214670	Supervisor	TI

31	Shri R.S.Mishra	212618	Supervisor	TII
32	Shri P.P.Vedante	214326	Supervisor	TII
33	Smt. V.V.Hadkar	214703	Supervisor	SB
34	Shri P.B. Chaphe	214557	Supervisor	HO
35	Shri C.R.Borkar	94779	Supervisor	TI

**CLERKS/CLERK CUM TYPIST in Grade A/G - V**

Sr. No.	Name	Ch.No.	Design.	Section
1	Shri J.A. Shinde	183219	CLERK/SUP(P)	SB
2	Shri M.B.Kale	191795	CLERK	SB
3	Shri K.P. Nagare	194491	CLERK/SUP(P)	HO
4	Shri N.D.Kekan	194497	CLERK	TI
5	Shri V.S.Gaikar	194773	CLERK	SALES
6	Shri D.T. Ugalmugale	196180	CLERK/SUP(P)	HO
7	Shri M.T. Pukale	196192	CLERK/SUP(P)	SB
8	Shri A.M. Sanap	196196	CLERK/SUP(P)	SB
9	Shri K.P. Dhawale	196925	CLERK/SUP(P)	SB
10	Shri V.T.Kamble	197365	CLERK	HO
11	Shri D.J. Rathod	197860	CLERK	HO
12	Smt. S.R. Kharade	206572	CLERK/SUP(P)	TI
13	Shri J.D. Garde	210147	CLERK/SUP(P)	SB
14	Shri S.R. Mishra	210664	CLERK/SUP(P)	SB
15	Shri N.M. Jadhav	210888	CL/TY/SUP(P)	HO
16	Shri H.S. Ghagare	211539	CLERK/SUP(P)	TII
17	Shri S.B. Mishra	211863	CLERK/SUP(P)	HO
18	Smt. J.J. Kamath	212002	CLERK/SUP(P)	TII
19	Shri R.M. Nimkar	212156	CL/TY/SUP(P)	HO
20	Shri P.D.Sawant	212316	CL/TY/SUP(P)	TII
21	Mrs. M.M. Godbole	212445	CL/TY/SUP(P)	GEN
22	Shri P.V. Ghadi	212591	CL/TY/SUP(P)	TII
23	Shri G.Y. Kothawade	212862	CLERK/SUP(P)	SB
24	Shri S.R. Noudiyal	213042	CLERK/SUP(P)	HO

25	Mrs. V.U. Shirke	213110	CL/TY/SUP(P)	TII
26	Shri S.H. Shembekar	213339	CLERK/SUP(P)	HO
27	Shri A.P. Rane	213374	CLERK/SUP(P)	SALES
28	Mrs. B.M. Joshi	213508	CL/TY/SUP(P)	SB
29	Shri A.L.Kanitkar	213665	CLERK/SUP(P)	HO
30	Shri B.G.Patil	213678	CLERK/SUP(P)	HO
31	Shri V.S. Koli	213743	CLERK/SUP(P)	HO
32	Shri L.W. Bhosale	213770	CLERK/SUP(P)	GEN
33	Shri G.M. Pednekar	213786	CLERK/SUP(P)	SB
34	Shri K.P. Vernekar	213855	CLERK/SUP(P)	SB
35	Shri A.R. Vardam	213879	CLERK/SUP(P)	SB
36	Shri D.B. Shivalkar	213937	CLERK/SUP(P)	HO
37	Shri P.L. Bagkar	213976	CLERK/SUP(P)	HO
38	Mrs. R.S. Khanvilkar	214037	CLERK/SUP(P)	GEN
39	Shri V.N. Patil	214085	CL/TY/SUP(P)	SB
40	Shri S.Y. Patel	214086	CL/TY/SUP(P)	SB
41	Mrs. V.P. Pednekar	214095	CL/TY/SUP(P)	GEN
42	Shri G.S. Parmar	214108	CLERK/SUP(P)	SB
43	Shri S.L. Temkar	214137	CLERK/SUP(P)	GEN
44	Shri M.S. Parab	214144	CLERK/SUP(P)	HO
45	Shri R.S. Rane	214175	CLERK/SUP(P)	HO
46	Shri S.V. Rane	214179	CLERK/SUP(P)	TII
47	Mrs. T.S. Acharekar	214213	CL/TY/SUP(P)	TI
48	Shri S.G. Rasam	214226	CLERK/SUP(P)	SALES
49	Shri C.M.Shinde	214267	CLERK/SUP(P)	HO
50	Smt.S.R.Mujumdar	214292	CLERK/SUP(P)	GEN
51	Mrs. R.P. Joshi	214336	CL/TY/SUP(P)	GEN
52	Mrs. V.S. Railkar	214340	CLERK/SUP(P)	HO
53	Shri B.V.Gaikwad	214363	CLERK/SUP(P)	GEN
54	Shri S.H. Utekar	214443	CLERK/SUP(P)	HO
55	Shri J.A.Ranganekar	214444	CLERK/SUP(P)	HO
56	Mrs. V.R. Rane	214457	CL/TY/SUP(P)	TI
57	Mrs. S.A. Sawant	214460	CL/TY/SUP(P)	TI

58	Mrs. S.K. Sawant	214461	CL/TY/SUP(P)	GEN
59	Mrs. H.K. Nabar	214519	CLERK/SUP(P)	HO
60	Mrs. P.P. Bhosale	214524	CLERK/SUP(P)	TII
61	Shri P.M. Masurekar	214537	CLERK/SUP(P)	HO
62	Shri U.G. Dhamapurkar	214553	CLERK/SUP(P)	HO
63	Mrs. S.S. Kadam	214559	CLERK/SUP(P)	TII
64	Shri R.R. Samant	214571	CLERK/SUP(P)	TI
65	Mrs. S.S. Parab	214588	CL/TY/SUP(P)	TII
66	Shri M.R. Pase	214590	CLERK/SUP(P)	TII
67	Mrs. S.P. Nachanekar	214601	CLERK/SUP(P)	HO
68	Shri S.K. Koli	214616	CLERK/SUP(P)	GEN
69	Mrs. S.S. Purav	214619	CLERK/SUP(P)	HO
70	Shri S.T. Rane	214627	CLERK/SUP(P)	HO
71	Mrs. S.D. Sail	214696	CL/TY/SUP(P)	SB
72	Mrs. G.P. Arolkar	214697	CL/TY/SUP(P)	GEN
73	Mrs. S.P. Malekar	214699	CL/TY/SUP(P)	GEN
74	Mrs. S.P. Patole	214713	CL/TY/SUP(P)	TI
75	Shri A.D. Samel	214718	CL/TY/SUP(P)	TII
76	Shri P.Y. Kadam	214734	CLERK/SUP(P)	HO
77	Smt.D.V.Parab	214772	CLERK/SUP(P)	GEN
78	Shri S.R. Saroj	214774	CLERK/SUP(P)	HO
79	Kum N.S. Patil	214776	CLERK/SUP(P)	HO
80	Kum. J.S. Halgekar	214824	CL/TY/SUP(P)	HO
81	Shri V.D. Rane	214900	CLERK/SUP(P)	HO
82	Mrs A.R.Chavan	214906	CLERK/SUP(P)	HO
83	Mrs. S.S. Dalvi	215033	CLERK/SUP(P)	HO
84	Mrs. S.S. Menon	215034	CLERK/SUP(P)	HO
85	Shri S.M. Gudekar	215041	CLERK/SUP(P)	TII
86	Shri V.D. Gawde	215116	CL/TY/SUP(P)	SALES
87	Mrs. J.P. Sukhadare	215126	CL/TY/SUP(P)	TII
88	Mrs. A.A. Dalvi	215127	CL/TY/SUP(P)	TI
89	Mrs. V.S. Dongre	215130	CL/TY/SUP(P)	SB
90	Smt. S.R. Karnik	215429	CL/TY/SUP(P)	TI

91	Shri S.A. Bagwe	215645	CL/TY/SUP(P)	SB
92	Mrs. S.S. Sapre	215646	CL/TY/SUP(P)	GEN
93	Shri R.B. Kamble	215842	CLERK/SUP(P)	HO
94	Shri Y.S. Pawar	215890	CLERK/SUP(P)	TII
95	Shri S.D. Patil	215954	CL/TY/SUP(P)	SB
96	Shri A.D. Mane	215958	CL/TY/SUP(P)	TI
97	Kum.N.A.Bugade	216996	CL/TY	TII
98	Shri V.S.Karande	217004	CL/TY	SB
99	Smt.D.B.Patange	217269	CL/TY	TII
100	Kum. Sheetal Gawad	217380	CL/TY	TII
101	Smt.D.S.Rane	217526	CL/TY	TII
102	Smt.V.R.Bagade	217627	CL/TY	TI
103	Smt.S.S.Shirsat	217709	CL/TY	TI
104	Smt.V.V. Bansode	217757	CLERK	TI
105	Smt. S.V. Salunke	217808	CLERK	SB
106	Shri K.V. Padwalkar	321759	CLERK/SUP(P)	HO
107	Shri P.B. Tambe	322094	CLERK/SUP(P)	TII
108	Shri S.M.Shedge	323483	CLERK	TII
109	Shri B.K.Ghodekar	323555	CLERK	TI
110	Shri P.S.Kelshikar	325505	CLERK	SB
111	Shri R.V.Kale	324168	CLERK/SUP(P)	HO

**Steno in Grade A/GV**

1	Shri D.R. Kalekar	213437	SR STENO	HO
2	Smt. R.S. Mohite	215453	SR STENO	HO
3	Smt. A.M. Patil	215542	SR STENO	SB
4	Smt. V.A.Kadam	215515	SR STENO	TI

**Shop Recorders in Grade A/G V**

Sr. No.	Name	Ch.No.	Design.	Section
1	Shri U.K. Palve	6164	SHOP/REC	SB
2	Shri M.E.Wanave	90536	SHOP/REC	TI
3	Shri K.D.Mahajan	91826	SHOP/REC	HSD/TII

4	Shri B.J. Chavan	180550	SHOP/REC/SUP(P)	TII
5	Shri P.M. Bhoite	181676	SHOP/REC/SUP(P)	TII
6	Shri M.S.Gole	186109	SHOP/REC/SUP(P)	SB
7	Shri V.V.Veralkar	187124	SHOP/REC/SUP(P)	TII
8	Shri S.R.Maurya	190054	SHOP/REC/SUP(P)	SALES
9	Shri R.G. Chavan	190446	SHOP/REC/SUP(P)	TII
10	Shri B.J. Jadhav	190835	SHOP/REC/SUP(P)	SALES
11	Shri P.R. Mungekar	190846	SHOP/REC/SUP(P)	SALES
12	Shri M.D.Pukle	191584	SHOP/REC	GEN
13	Shri L.A.Walekar	191784	SHOP/REC	TI
14	Shri M.R.Shingade	193132	SHOP/REC	HSD/TII
15	Shri M.B.Virkar	193157	SHOP/REC	SB
16	Shri S.P. Nasare	193674	SHOP/REC/SUP(P)	SALES
17	Shri G.G. Pande	193807	SHOP/REC/SUP(P)	HSD/TII
18	Shri M.A. Jadhav	193924	SHOP/REC/SUP(P)	GEN
19	Shri D.R.Pote	197599	SHOP/REC	GEN
20	Shri K.R.Choudhari	197659	SHOP/REC	SB
21	Shri R.G.Bhabal	198231	SHOP/REC	SB
22	Shri V.M.Bhadale	198550	SHOP/REC	TII
23	Shri H.P.B. Pandey	211470	SHOP/REC/SUP(P)	TI
24	Shri S.M. Mishra	212080	SHOP/REC/SUP(P)	TI
25	Shri W.C. Moras	212984	SHOP/REC/SUP(P)	HSD/TII
26	Shri R.D. Ethape	213139	SHOP/REC/SUP(P)	TI
27	Shri S.G. Ghadge	213292	SHOP/REC/SUP(P)	TI
28	Shri S.V. Shinde	213379	SHOP/REC/SUP(P)	TI
29	Shri S.R.Gaikwad	213488	SHOP/REC/SUP(P)	TII
30	Shri S.D. Jadhav	213869	SHOP/REC/SUP(P)	TII
31	Shri D.S. Patil	214725	SHOP/REC	SB
32	Shri S.Y. Salvi	215102	SHOP/REC/SUP(P)	SB
33	Shri A.C. Varik	215221	SHOP/REC/SUP(P)	SB
34	Shri S.S. Jinna	215509	SHOP/REC/SUP(P)	SB
35	Shri S.R. Mali	215520	SHOP/REC/SUP(P)	SALES
36	Shri K.M. Shitole	215772	SHOP/REC/SUP(P)	TII

37	Shri A.S.Shelar	215823	SHOP/REC/SUP(P)	TII
38	Shri A.N. Vankadkar	215905	SHOP/REC/SUP(P)	TI
39	Shri M.B. Sonawane	215929	SHOP/REC/SUP(P)	TII
40	Shri S.B. Sonawane	280095	SHOP/REC	TI
41	Shri R.S. Bandiwadekar	291234	SHOP/REC/SUP(P)	SALES
42	Shri D.D. Lad	291277	SHOP/REC/SUP(P)	TII
43	Shri S.P. Apage	320732	SHOP/REC/SUP(P)	TI
44	Shri R.R. Ankola	321209	SHOP/REC/SUP(P)	SB
45	Shri R.J. Chauhan	322791	SHOP/REC/SUP(P)	SB
46	Shri P.N.Dawane	402543	SHOP/REC	TI
47	Shri N.M.Pasam	214831	SHOP/REC/SUP(P)	TII
48	Shri A.S. Narute	183617	SHOP/REC/SUP(P)	TII
49	Shri G.M. Kadam	190705	SHOP/REC/SUP(P)	SB
50	Shri V.D. Sable	214549	SHOP/REC	TI
51	Shri V.R. Gore	214722	SHOP/REC	SB
52	Shri M.R. Bagade	321270	SHOP/REC/SUP(P)	TII

**JAMADAR in Grade A/GII**

Sr. No.	Name	Ch.No.	Design.	Section
1	N.S. UMBRE	280526	JAMADAR	TI
2	A.V. AMBERKAR	280099	JAMADAR	HO

**SEPOYS in Grade A/G I**

Sr. No.	Name	Ch.No.	Design.	Section
1	Shri H.R.Singh	209402	JAMADAR(P)	TII
2	Shri M.M.More	209639	JAMADAR(P)	SB
3	Shri S.P. Bhagat	280724	JAMADAR(P)	TII
4	Smt. S.N. Thombare	280731	JAMADAR(P)	TII
5	Smt. S.R. Bagwe	280734	JAMADAR(P)	HO
6	Smt. S.A. Kirte	280756	JAMADAR(P)	SB
7	Smt. S.S. Padale	280758	JAMADAR(P)	SB
8	Smt. U.K. Parkar	280778	JAMADAR(P)	HO
9	Smt. R.R. Varadkar	280786	JAMADAR(P)	TI
10	Smt. P.P. Dalvi	280789	JAMADAR(P)	TII

11	Smt. R.G. Gamare	280798	JAMADAR(P)	GEN
12	Smt. R.V. Ghadge	280806	JAMADAR(P)	TII
13	Smt. V. S.Bazlor	280854	SEPOY	HO
14	Smt. S. S.Sawant	280869	SEPOY	SB
15	Smt. J. P.Kadam	280878	SEPOY	HO
16	Smt.B.R.Dongre	280881	SEPOY	HO
17	Smt.A.P.Mhatre	280882	SEPOY	TI
18	Smt N.D.Pasthe	280916	SEPOY	TII
19	Smt. K.D.Patekar	280922	SEPOY	SB
<u>20</u>	Shri B.G.Makwana	410132	JAMADAR(P)	HO
21	Shri V.J. Adate	94620	JAMADAR(P)	HO

**MUCCADAM in Grade T-II**

Sr. No.	Name	Ch.No.	Design.	Section
1	Shri A. W. Sawal	406401	MUCCADAM	GEN
2	Shri C. D. Mane	406934	MUCCADAM	TII
3	Shri B. B. Muthe	410053	MUCCADAM	TII
4	Shri V. V. Gajjiwar	325703	MUCCADAM	TI
5	Shri S. S. Ahire	406404	MUCCADAM	SB
6	Shri D. R. Gawad	407612	MUCCADAM	TI
7	Shri A. E. Sayani	406190	MUCCADAM	Sales
8	Shri D.T. Shinde	408115	MUCCADAM	TII
9	Shri S.B. Kadam	407665	MUCCADAM	TI
10	Shri S.A. Shinde	409816	MUCCADAM	SB

**NAWGHANY in Grade T- I**

SR. NO.	NAME	CH.NO.	DESIG.	Section
1	Shri S.P. Rathod	209330	SR NAWGHANY(P)	GEN
2	Shri R.S. Panalekar	209392	SR NAWGHANY(P)	SB
3	Shri A.D. Gamre	406667*	SR NAWGHANY(P)	TII
4	Shri M.Y. Mohite	407270*	SR NAWGHANY(P)	GEN
5	Shri D.T. Narale	407956*	SR NGNY HEAVY P	TII



6	Shri A.A. Sawant	408097	SR NAWGHANY(P)	TI
7	Shri R.M Kadam	408271	SR NAWGHANY(P)	SB
8	Shri M.S. Parave	408441	SR NAWGHANY(P)	GEN
9	Shri R.B. Kadam	408589	NAWGHANY	TI
10	Shri B.Y. Yadav	408722	SR NAWGHANY(P)	TI
11	Shri P.G. Prabhu	408776	SR NAWGHANY(P)	TI
12	Shri S.L. Sonawane	409283*	SR NAWGHANY(P)	TII
13	Shri V.S. Thorat	409326	SR NAWGHANY(P)	SB
14	Shri D.S. Kamble	409625	SR NAWGHANY(P)	TI
15	Shri P.B. Chaulkar	409865	SR NAWGHANY(P)	TII
16	Shri R.B. Khomne	409935	SR NAWGHANY(P)	TII
17	Shri D.B. Rathod	410055	SR NAWGHANY(P)	TII
18	Shri D.T. Waghela	410074	SR NAWGHANY(P)	TII
19	Shri S.M. Kathe	410077	SR NAWGHANY(P)	TI
20	Shri S.C. Lodh	410082	SR NAWGHANY(P)	TII
21	Shri A.D. Jadhav	410099	SR NAWGHANY(P)	TII
22	Shri B.M.S.M. Shaikh	410119	NAWGHANY	TI
23	Shri R.R. Poojari	410154	SR NAWGHANY(P)	TII
24	Shri S.A. Gamre	410201	NGNY HEAVY	SB
25	Shri K.L. Sonawne	410228	SR HEAVY NAWGHANY(P)	SB
26	Shri R.L. Katade	410229	NGNY HEAVY	SALES
27	Shri G.N. Wadekar	410263	SR NAWGHANY(P)	TII
28	Shri V.N. Sonawane	410265	SR NAWGHANY(P)	SB
29	Shri J.G. Kamble	410290	SR NAWGHANY(P)	TI
30	Shri H.F. Rathod	410291	SR NAWGHANY(P)	Sales
31	Shri S.V. Lavekar	410302	SR NAWGHANY(P)	TI
32	Shri M.S.M. Shafi	410316	SR NAWGHANY(P)	TI
33	Shri B.S. Konar	410324	SR NAWGHANY(P)	SB
34	Shri V.Y. Dhure	410328	SR NAWGHANY(P)	Sales
35	Shri P.R. Rane	410363	SR NAWGHANY(P)	TI
36	Shri S.R. Singh	410365	SR NAWGHANY(P)	Sales
37	Shri M.A. Herlekar	410372	SR NAWGHANY(P)	SB
38	Shri O.A. Dubey	410386	SR NAWGHANY(P)	HO

39	Shri G.N. Yadav	410541	SR NAWGHANY(P)	TI
40	Shri V.V. Pevekar	410638	SR NAWGHANY(P)	TI
41	Shri L.R. Phadtare	410656	SR NAWGHANY(P)	TII
42	Shri D.S. Bhosle	410686	SR NAWGHANY(P)	Sales
43	Shri M.G. Chavan	410692	SR NAWGHANY(P)	GEN
44	Shri V.R. Velnekar	410794	SR NAWGHANY(P)	TI
45	Shri L.D. Boricha	410967	SR NAWGHANY(P)	TI
46	Shri S.S. Kadam	410992	SR NAWGHANY(P)	GEN
47	Shri B.G. Bambaras	411026	SR NAWGHANY(P)	SB
48	Shri S.B. Sonawane	411096	SR NAWGHANY(P)	GEN
49	Shri A.G. Sawant	411107	SR NAWGHANY(P)	TII
50	Shri S.H. Singh	411171	SR NAWGHANY(P)	TI
51	Shri A.N. Benade	411187	SR NAWGHANY(P)	TII
52	Shri P.B. Ovhal	411195	SR NAWGHANY(P)	SB
53	Shri L.G. Panda	411200	SR NAWGHANY(P)	Sales
54	Shri S.M. Kale	411203	SR NAWGHANY(P)	SB
55	Shri P.D. Sawant	411214	NAWGHANY	TII
56	Shri V.B. Koltharkar	411215	SR NAWGHANY(P)	TI
57	Shri J.G. Shinde	411217	SR NAWGHANY(P)	TII
58	Shri K.S. Main	411227	SR NAWGHANY(P)	Sales
59	Shri C.S. Toraskar	411232	SR NAWGHANY(P)	Sales
60	Shri N.A. Ghag	411273	NAWGHANY	TI
61	Shri B.B. Jadhav	411277	NAWGHANY	TII
62	Shri R.S. Ghadge	411279	NAWGHANY	TI
63	Shri J.C. Tiwari	411282	NAWGHANY	Sales
64	Shri D.K. Rode	412629	NAWGHANY	TII
65	Shri G.M. Jagdale	412768	NAWGHANY	SB
66	Shri T.D. Rasal	412791	NAWGHANY	TII
67	Shri S.M. Khot	412799	NAWGHANY	SB
68	Shri S.S. Bhalekar	412807	NAWGHANY	TI
69	Shri B.S. Yeram	412815	NAWGHANY	SB
70	Shri M.P. Bhokare	413113	NAWGHANY	TI
71	Shri S.L. Shengal	413134	NAWGHANY	TI

72	Shri N.R. Gaikwad	413396	NAWGHANY	SB
73	Shri P.N. Rathod	413398	NAWGHANY	SB
74	Shri M.H. Kharat	413399	NAWGHANY	SB
75	Shri D.D. Kharat	413400	NAWGHANY	SB
76	Shri G.S. Gawari	413475	NAWGHANY	Sales
77	Shri D.S. Muthe	413506	NAWGHANY	TI
78	Shri N.G. Nawale	413507	NAWGHANY	GEN
79	Shri S.N. Divekar	413541	NAWGHANY	SB
80	Shri A.D. Rokade	413661	NAWGHANY	TI
81	Shri J.R. Divekar	413675	NAWGHANY	TII
82	Shri S.T. Patole	413677	NAWGHANY	SB
83	Shri Y.R. Gholap	413703	NAWGHANY	TI

**M.V. Drivers**

1	Shri V.M. Gaikwad	322553	M.V. DRIVER	TII
2	Shri B.D. Dawande	325802	M.V. DRIVER	TII
3	Shri S.N. Chakor	322740	M.V. DRIVER	TII
4	Shri J.G. Thakur	325798	M.V. DRIVER	TII
5	Shri V.G. Ghodke	324538	M.V. DRIVER	TII

**4. (b)(x) :** The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:-

Being Updated.

**4. (b)(xi) :** The budget allocated to each of its agency, indication the particulars of all plans, proposed expenditures and reports on disbursements made :-

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**4. (b)(xii) :** The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:-

N. A.

**4. (b)(xiii) :** Particular of recipients of concessions, permits or authorizations granted by it :-

N. A.

**4. (b)(xiv) :** Details in respect of the information, available to or held by it, reduced in an electronic form :-

The information in respect of the department and officers and staff is available in the form of electronic on the website viz. [www.bestundertaking.com](http://www.bestundertaking.com)

**4. (b)(xv) : The particulars of facilities available to citizens for obtaining information including the working hours on a library or reading room. If maintained for public use:-**

N. A.

**4. (b)(xvi) : The names, designations and other particulars of the public information as may be prescribed: and thereafter update these publications every year :-**

Vishwanath Babaji Bagwe,  
Asst. Administrative Manager (Materials),  
Materials Management Department,  
Parivahan Bhavan, 4<sup>th</sup> floor,  
Shahid Bhagatsingh Marg,  
Colaba,  
Mumbai 400 001.

**4. (b)(xvii): Such other information as may be prescribed ;-**

N. A.

