

Functions of the Stores Department

Store Department is making procurement of Stock/Non Stock items required for safe running of trains, proper upkeep/maintenance of rolling stock (locomotives, coaches, wagons etc.) and infrastructure (track, signalling systems, buildings etc.), operation of assets (lubricating oils etc.) and production and repairs in workshops.

Ascertaining the needs of all the departments of Eastern Railway for materials and arranging supply of those materials in the most efficient, economical and expeditious manner is the primary function of the Stores Department. This work comprises of – recoupmnt, procurement, transit, receipt, handling, inspection, accounting, stocking/ware-housing, distribution to various Stores Depots and final issues to consuming departments.

A secondary but very important function is the disposal of returned/scrap stores generated through various activities in the entire zone to the best advantage of the Railway.

Stores Department also arranges clearance of the shipments received at Kolkata port and their onward despatch to the original indentors spread all over the Indian Railways.

Printing department of Eastern Railway was established by East Indian Railway (EIR) in the year 1855, was part of Mechanical Deptt. and also under the administrative control of SDGM during different spell.

Printing department has been functioning under Stores Department for about last 40 years.

ER Press is functioning at the River side of Ganges in Howrah within the campus of General Stores/HWH. The Ticket printing unit and Forms & Stationery Depot are also functioning at the same building of HWH Press. Printing Press is engaged in printing of Safety forms, Tickets, Money Value Books and other prescribed standard Forms & Books.

Apart from fulfilling the requirements of home railway, Printing Press of Eastern Railway also caters the need of E. C. Rly., S. E. Rly., N. F. Rly., Metro Rly., RRB, CLW, Dankuni projects, Green field Locomotive Factory, Madhepura, Bihar, Railway Project Organization, Patna, Legislative Assemblies of WB & Bihar etc. and Kolkata Port Trust work through Stores (Dock). One ultra-modern Rota-Tek machine imported from Spain is utilised to print tickets.

Purchase of stores is the most important aspect of Stores Department. The rules prescribed for purchase of stores are in accordance with the policy of the Govt. of India to make their purchases of stores for the public services in such a way as to encourage the development of the industries of the country to the utmost possible extent consistent with

economy and efficiency. Procurement of stores is being done on-line through Indian Railway Electronic Procurement System website: www.ireps.gov.in as well as Government e-Market Place web-site: gem.gov.in hosted by DGS&D. Paper-less working is implemented for finalisation of on-line tenders for both direct acceptance and tender-committee cases. IMMS (Integrated Material Management System) run by CRIS(Centre for Railway Information System) is also implemented both at Headquarters and Depot/Divisional level for smooth day to day operation such as recoument, receipt, issue and inventory management etc.

The primary objective of Stores Department is – to provide materials of right quality, at right time and at right place. To ensure uninterrupted availability of raw materials, semi-finished/finished components, consumable and general stores, machinery and plant and spares for production/maintenance/operational requirements in time to the user departments, following capital stores depots is established:

- (i) Howrah General Stores Depot under SMM/D/HWH
- (ii) Liluah Stores Depot attached to LLH-workshop under Dy.CMM/LLH
- (iii) Haliashahar General Stores Depot under Dy.CMM/HLR
- (iv) Jamalpur Stores Depot attached to JMP-workshop under Dy.CMM/JMP
- (v) Belur Scrap Yard Depot under Dy.CMM/BESY
- (vi) Kanchrapara Stores Depot attached to KPA-workshop under SMM/D/KPA
- (vii) BWN-Stores Depot attached to Diesel Shed BWN under AMM/D/BWN
- (viii) Andal Stores Depot attached to UDL-Diesel Shed under AMM/D/UDL
- (ix) Jamalpur Depot attached to Diesel Shed JMP under AMM/D/JMP
- (x) Printing & Stationery Depot, Howrah.

Apart from above, Sr.Divisional Materials Managers at all the four divisional headquarters of Howrah, Sealdah, Asansol and Maldah, SMM at Bogie Manufacturing Factory, Budgebudge, AMMs at TKPR-coaching complex, Electric Loco Sheds of HWH and SPR are functioning to cater to the emergent day to day requirements at divisional level.

Thus, Stores Department strives hard to satisfy the public accountability at all stages of transactions relating to purchase, storage, issue and sale of materials, in the best interest of the organisation.