

MATERIALS MANAGEMENT DEPARTMENT

MATERIALS MANAGER(MM):

1. Implements QSPs for achieving quality objectives & targets.
2. Ensures monitoring & measurement of the characteristics of operations and activities that may have a significant impact on the environment.
3. Deals with non-conformances and takes appropriate corrective and preventive actions related to the QMS.
4. Identifies resource requirements to meet the departmental needs for the QMS.
5. Timely procurement of quality spare parts as per the requirements of the user department.
6. Proper storage and preservation of spare parts.
7. Identifying obsolete, non-moving and non-serviceable spares for disposal.
8. Provisioning by way of proper inventory control.
9. Management of establishment and bills payment sections.
10. Purchase and provisioning of medicines.
11. Purchase of any other materials as and when directed by the competent authority.
12. Release of orders against prescribed modes of procurement upto Rs.50,000/- subject to the condition that the monthly statement of all such orders released, valuing above Rs.2,500/- be placed before the Dy.Chairman for his ratification.
13. Approval of sub contractors.
14. Review of purchase orders.
15. Appointment of Class III & IV employees in Materials Management Department and dealing in respect of establishment matters.
16. Identifies training needs of all employees of MM department and ensure that they are suitably trained.

SR.MATERIALS OFFICER-I (Sr MO-I):

Overall in charge of Purchases of assigned materials and quality control of materials. He is assisted by Jr. MO (T) –I, Jr.MO(T)-IV, AMO(T)-IV, MA(T)-I, MA(T)-II(QC).

SR.MATERIALS OFFICER-II (SrMO-II):

Overall in charge of purchases of assigned materials receipt and collection of materials and payment of bills of suppliers. He is assisted by AMO(T)-I, AMO(T)-II, AMO(D)-II and SO(B&C).

JR. MATERIALS OFFICER(T) –Jr.MO(T)-I, II, III, IV:

In charge of purchases of assigned materials

ASST.MATERIALS OFFICER(T)-AMO(T)-I, II, III, IV:

In charge of purchases of assigned materials

JR.MATERIALS OFFICER (D):

In charge of Inventory Control of Stock items, review of stocking limits, weeding of non-moving items, etc. Also in charge of follow of supplies against outstanding purchase orders.

ASST.MATERIALS OFFICER (D)-AMO(D)-I:

In charge of all Depots, regulating issues of materials, submission of recoument demands, etc. and responsible for storing, identification and preservation of materials in stock. Also in charge of disposal section and responsible for segregation and disposal of used materials /scrap materials/surplus materials.

ASST.MATERIALS OFFICER (D)-AMO(D)-II:

In charge of receipt and collection of all materials.

STORES OFFICER(B&C)-SO(B&C):

In charge of payment of bills of suppliers and settlement of insurance claims.

ESTABLISHMENT OFFICER(EO):

Overall in charge of Establishment Section and responsible for all matters pertaining to staff. Also responsible for tender openings, imprest cash, inward and outward of mail.

PERSONAL ASSISTANT(PA):

To give secretarial assistance to MM in his duties, maintaining his records, confidential reports, receiving and sending fax messages, attending to confidential tapal, etc.

MATERIALS ASSISTANT (T) MA(T)-I, III:

Assist. Sr.MO/Jr.MO(T)/AMO(T) in carrying out duties of assigned Procurement Sections.

MATERIALS ASST. (T) MA(T)- II(QC):

In charge of inspection of all incoming materials and testing, if required. Also in charge of calibration of measuring/testing instruments. Assistance of Engineers of CME Dept. is taken for inspection of critical mechanical/electrical items of MOHP, whenever required.

HEAD CLERK(PROC.):

To assist AMO(T)in carrying out duties in procurement section (Medical)

HEAD CLERK (BILLS) :

To assist SO(B&C) in carrying out duties of Bills and Claims section.

HEAD CLERK (ESTB) :

To assist EO in carrying out duties of Establishment section.

SEL.GRADE CLERKS/SR. CLERKS/CLERKS (PROC):

To assist Sr. MO/ Jr.MO(T)/AMO(T)/M.A.(T)/Head Clerk(Proc) in carrying out duties in assigned procurement sections.

SEL.GRADE CLERKS/SR. CLERKS/CLERKS (BILLS):

To assist Head Clerk (Bills) in carrying out duties of Bills and Claims Section

SEL.GRADE CLERKS/SR. CLERKS/CLERKS (ESTB):

To assist Head Clerk (Estb) in carrying out duties of Establishment section

MATERIALS ASSISTANT (D)-M.A. (D)-I :

To assist AMO(D)-II in carrying out duties of Receipt and Collection Section.

MATERIALS ASSISTANT (D)-M.A. (D)-II :

To assist AMO(D)-I in carrying out duties of Depot Section.

SR.STOREKEEPERS/STOREKEEPERS:

In charge of Depots for storage and issue of materials and responsible for safe custody including handling and preservation of materials/To assist AMO(D) in carrying out duties of Disposal section

WARDKEEPERS:

To assist AMO(D)/Jr.MO(D) in carrying out duties of Depot Section/to collect and receive materials in the Receipt Section.

STORES ISSUERS;

To assist Sr.Storekeepers/Storekeepers for storage and issue of materials .

CLERKS(DEPOT):

To assist Sr.Storekeeper/Storekeepers/Wardkeepers in carrying out duties of Depot section.

MAISTRYS:

To supervise material handling work carried out by khalasees.

MAZDOORS:

To carry out material handling work and other manual work inside Depots.

KHALASEES:

To carry out material handling and other manual work in general including collection of materials, unloading of materials, etc.

SR.M.V. DRIVER/M.V. DRIVERS:

To drive vehicles of the Department.

RECORD ATTENDER:

To assist in keeping the records of the Department in order.

DUPLICATING OPERATOR:

To operate the Duplicating machine.

PEONS:

Housekeeping of office and other manual office work.

SWEEPERS:

Cleaning and house keeping of office premises.

<u>In the absence of Officer</u>	<u>Officers who will look after the duties</u>		<u>Remarks</u>
	<u>I</u>	<u>II</u>	
MM	Sr.MO-I	Sr.MO-II	Or as directed by MM
Sr.MO-I	Sr.MO-II	MM	-do-
Sr.MO-II	Sr.MO-I	MM	-do-
Jr.MO(T)-I	Jr.MO(T)-IV	Sr.MO-I	
Jr.M.O.(T)-II	Jr.MO(T)-III	MM	-do-
Jr.MO(T)-III	Jr.MO(T)-II	MM	-do-
Jr.MO(T)-IV	Jr.MO(T)-I	Sr.MO-I	
AMO(T)-I	AMO(T)-II	Sr.MO-II	-do-
AMO(T)-II	AMO(T)-I	Sr.MO-II	-do-
AMO(T)-III	AMO(T)-IV	MM	-do-
AMO(T)-IV	AMO(T)-III	Sr.MO-I	-do-
Jr.MO(D)	AMO(D)-I	MM	-do-
AMO(D)-I	AMO(D)-II	MM	-do-
AMO(D)-II	AMO(D)-I	Sr.MO-II	-do-
SO(B&C)	EO	Sr.MO-II	-do-

EO	SO(B&C)	MM	-do-
PA	Steno	-	-do-