

## CHAPTER – 3

### DUTIES AND RESPONSIBILITIES IN STORES MANAGEMENT

#### 3.1 OBJECTIVES

The mandate of an organization is carried out through its human resource. The DPS Stores mandate of effective and efficient service delivery in respect of materials management can be achieved by effective deployment of human resource with clearly defined roles. The objective of this Chapter is to define the responsibilities of DPS Stores personnel in respect of Stores Management.

#### 3.2 HIERARCHY

1. Director/Ex-Officio Director
2. Regional Director/Joint Director/Deputy Director
3. Stores Officer in the grade
4. Assistant Stores Officer
5. Senior Storekeeper / Storekeeper
6. Junior Storekeeper

#### 3.3 ROLES

##### 3.3.1 Director/Ex-Officio Director/Regional Director

Director DPS is the Head of Stores Unit responsible with overall administration. Ex-Officio Director is responsible for day to day operation of the independent stores unit with the help of Regional Director of the concerned unit according to provisions of Office Order issued by DPS, Stores Manual and Stores Procedure. Regional Directors report to Director DPS on matters related to DPS other than day to day activities.

##### 3.3.2 Joint Director/Deputy Director

Joint Director/Deputy Director is part of top management of DPS. They are responsible for effective and efficient running of all Stores Unit under their control.

##### 3.3.3 Stores Officer

Stores Officers are In-charge of a particular Stores Unit

##### 3.3.4 Assistant Stores Officer

Assistant Stores Officers are In-charge of a particular Stores Unit

### 3.3.5 **Senior Storekeeper(SSK)/Storekeeper(SK)**

Senior Storekeeper/Storekeeper is custodian of all inventory items excluding precious material and metal ware.

### 3.3.6 **Junior Storekeeper(JSK)**

Junior Storekeepers render assistance in running the stores.

## **3.4 RESPONSIBILITIES OF USER UNIT**

3.4.1 In order to carry out the stores management functions efficiently and effectively, the following facilities shall be arranged by the Units

- a. Provide suitable, adequate, safe and secure storage facilities including open yard and other infrastructure facilities taking into consideration of safety and security and type, nature and volume of materials to be stored for the project as well O&M requirement in consultation with DPS.
- e. Maintenance of vehicle, material handling equipment extended to stores, if such facilities are available in the Unit.
- f. Extend technical assistance in obtaining necessary permissions/licences from Competent Agency for storage of materials such as acids, gas cylinders, inflammable materials, petroleum products, etc. which are within the stores premises.
- g. Assistance in load testing of material handling equipment, such as crane, forklift, pallet truck, slings, wire ropes, etc.
- o. Assist in material inspection, insurance survey, open delivery, etc.
- p. Provide safety and security to DPS Officers, staff and material.
- r. To provide information and reply against audit/RTI/Parliamentary queries.