

Southern Railway

No. 96/24-25/Staff

Sr.Divisional Materials Manager,
Madurai-16 Dt. : 23.04.2024

NOTE

Sub: Transfer and posting of staff & allotment of Portfolios – reg.

For smooth functioning of Divisional Purchase office and the depot related activities, the following distribution of works among the available Senior supervisors are decided.

S.No.	Name, Designation and works allotted.
1	Smt. S. Venkatalakshmi, Ch.OS is advised to look after IREPS Tender activities and Gem works of Engineering, General, Medical, Operating, Security branches, depot stock tenders as and when required and other General duties of Divisional Purchase Office.
2	Smt. S. Dhanalakshmi, OS would assist Smt. S.Venkatalakshmi in connection with the execution of the above mentioned works.
3	Smt. R.B. Sumathi, Ch.OS will look after IREPS and GeM works (as and when required) of Mechanical, Signal and Commercial branches.
4	Sri. R. Ananda Ganesan, Sr.Clerk will assist Smt. R.B. Sumathi, Ch.OS in connection with the execution of the above works.
5	Sri. S. Sundararaman, Ch.OS will look after IREPS tender works of Electrical/General, Electrical/TRD and Electrical/OP and also GeM procurement of these departments as and when required.
6.	Sri. K. Thirumavalavan, Sr.Clerk will assist Sri. S.Sundararaman, Ch.OS in connection with the execution of the above works.
7	Sri. S. Shunmuganathan, Ch.OS will look after GeM procurement activities of Common goods/items of all branches and also urgently required items in addition to Cash Purchase related works.
8	Smt. M.P.N. Jegatha, OS and Smt. M.Mahalakshmi, Sr.Clerk will assist Sri S.Shunmuganathan, Ch.OS for execution of above mentioned works.

Sri. T. Murugan, Jr.Clerk reported to duty from GOC, is posted in 14 depot and Smt. S. Dhanalakshmi, OS is posted in Divisional Purchase office/MDU.

Copy to :

All concerned - for information and necessary action.

Sr.DMM/MDU

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Sr. Divisional Materials Manager
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