

# Stores Department

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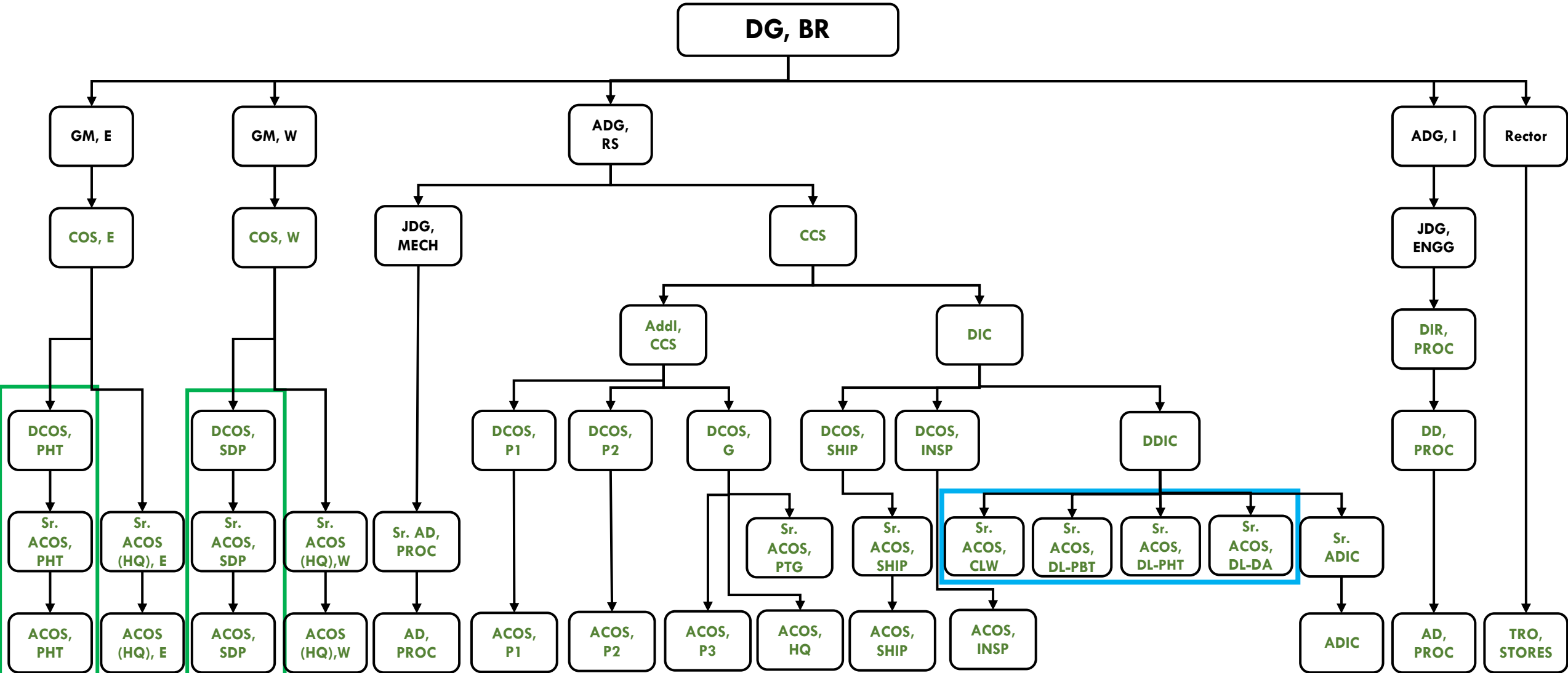
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# Departments in Bangladesh Railway

- Traffic & Commercial Department } BCS(RAILWAY TRNS.& COMMERCIAL)
  - Engineering Department
  - Mechanical Department
  - Signaling & Telecommunication Department
  - Stores Department
  - Electrical Department
  - Personnel Department
  - Accounts Department
  - RNB Department
  - GRP Department
  - Medical Department
  - Estate Department
- BCS (RAILWAY ENGINEERING)
- \* Purple Color Denotes Consumer Departments

# Stores Department Organogram

[ বাংলাদেশ রেলওয়ে ৪৭,৬৩৭টি পদ বিশিষ্ট জনবলের সরকারি মঞ্জুরী আদেশ (জিও) অনুসারে ]



# Grade Wise Post Summary

<b>Grade</b>	<b>Total Nos</b>
03	01
04	05(04)
05	09(08)
06	11
09	14(13)
Total =	40(37)

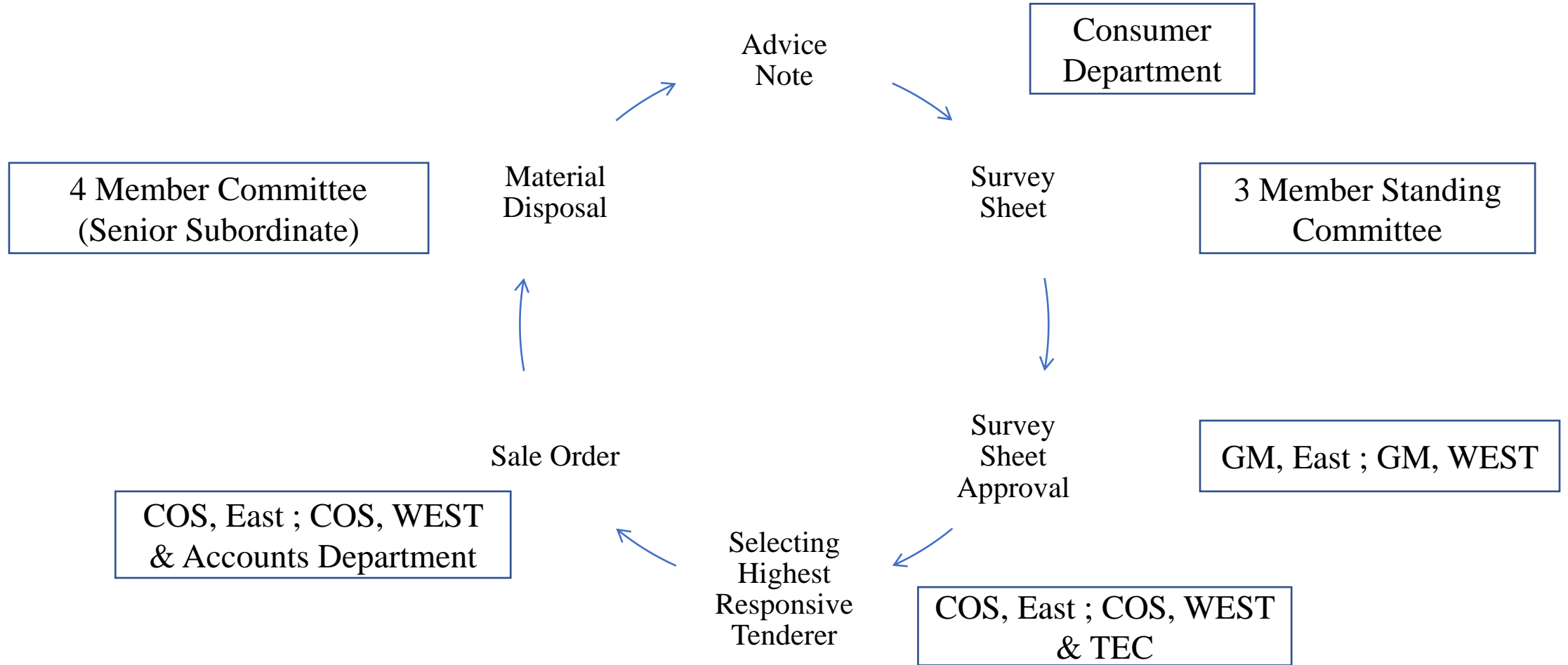
# Overview of Stores Department

## Replenishment Cycle



# Overview of Stores Department

## Un-Serviceable Item Disposal Cycle



# Depot Management

# Stores Depot

A store depot is a type of warehouse where goods are received and maintained. From here the regional operations are carried out smoothly and it ensures proper security of the stored goods.

# Summary of Stores Depot

Stores depot	Type of Stock item(Approx.)	Location	Specialization
DSD-PHT	8000	Pahartali, Chattogram.	Stock only diesel spares Part
DSD-DA	3499	Kamlapur Rail Station, Dhaka.	Stock only diesel spares Part
DSD-PBT	9846	Parbatipur, Dinajpur.	Stock only diesel spares Part
DSD-CLW	14395	Central Locomotive Workshop, Parbatipur	Stock only diesel spares Part
GSD-PHT	4641	Pahartali, Chattogram.	Stock all type of spare parts except locomotive's
GSD-SDP	12740	Saidpur, Rangpur.	Stock all type of spare parts except locomotive's

# Functions of the Stores Depot

Storage &  
Preservation  
of Materials.

Issue &  
Distribution of  
Materials.

Collection of  
returnable  
stores.

Disposal of  
Unserviceable  
Stores.

# Wards and Sections in Depot

The depot, wherever possible, should be divided into wards for stocking the stores and materials and into different sections for the efficient discharge of the other functions.

- ✓ The Card Ledger Section
- ✓ Requisition Register Section
- ✓ Receipt Section
- ✓ Booking Section
- ✓ Ward
- ✓ Sale & Scrap Disposal Section
- ✓ Establishment Section
- ✓ General Section
- ✓ Bill & Budget Section

# Inventory Control Cell

- There are almost 30,000 type diesel spare parts and 13,000 type carriage, wagon and other materials in Bangladesh Railway. Due to this large size of the inventory, a central stock control system was developed by Bangladesh Railway in 1991 called Inventory Control Cell with the aim of saving capital cost through proper inventory management. Since 1998, the computerized inventory database has been managed by Bangladesh Railway's Inventory Control Cell.
- But initially this system was limited to inventory management of diesel spares. Currently, efforts are being made to introduce automation by digitizing all stores management-related areas, as well as computerized inventory management for diesel and non-diesel items.
- To manage these activities, the following online web-based database application software has been introduced:
  - ✓ Bangladesh *Railway* Automated Support System-I (BRASS-I).
  - ✓ Bangladesh *Railway* Automated Support System-II (BRASS-II).
  - ✓ Bangladesh *Railway* Shipping & Inspection Processing and Information Management System.
  - ✓ Bangladesh *Railway* Procurement Processing and Information Management System

# Purchase Section

- ✓ Stores department is dedicated to supply of all stores required for the use of the railway. The purchase jurisdiction of the three-procurement unit is decided by Director General of Bangladesh Railway.
- ✓ Chief Controller of Stores, Pahartali:
  - Mainly perform the procurement of all locomotive spare parts.
  - Procurement of all DEMU spare parts, Rolling stock bearing, diesel engines.
  - Procurement of selected carriage and wagon spare parts.
  - Procurement of capital asset and other specialized materials etc.
- ✓ Controller of stores/East and Controller of stores/West:
  - The offices of Controller of Stores/East, CRB, Chattogram and Controller of Stores/West, Rajshahi will undertake the procurement of materials required for the respective regions (essential spare parts of workshop, consumables required for daily operations of various departments) which are available in the domestic market in the form of manufactured or imported in the country.
  - Selling obsolete and unserviceable Railway materials of respective regions.

# Quality Assurance

# Inspection Procedure

- The Quality Assurance Unit of the Stores Department of Bangladesh Railway is a critical and highly significant division. Its core mandate is to ensure the accurate and timely inspection of materials in accordance with contract specifications, followed by their proper dispatch to the stocking depots or respective user departments. Within Bangladesh Railway, two distinct quality assurance units operate under this function: the **District Controller of Stores, Inspection** and the **District Controller of Stores, Shipping**.
  - The **District Controller of Stores, Inspection** is responsible for verifying the quality of materials procured from the domestic market.
  - The **District Controller of Stores, Shipping** oversees the quality inspection of materials imported from foreign sources and also functions as a clearing and forwarding agent for Bangladesh Railway.
- Effective execution of these responsibilities strengthens the efficiency and reputation of operational departments. In contrast, failure to perform these tasks properly—such as accepting substandard materials, delaying inspections, or slowing down dispatch—can reduce workshop production and disrupt railway operations.
- In line with purchase orders and contracts issued by the Purchase Section (CCS and COS) of the Stores Department, suppliers must deliver domestically manufactured materials in the correct quantity, quality, and within the stipulated timeframe. The Quality Assurance Unit remains vigilant in receiving these materials and ensuring their timely delivery to stockholding depots and various consumer departments.

# Inspection Procedure

Material inspection is carried out through the following methods:

- **a) Physical Test:** Examination of materials based on approved samples, as well as their dimensions and appearance, in accordance with the purchase order or contract.
- **b) Chemical Test:** Chemical analysis of items that require verification of percentage composition based on drawings and specifications.

Since the Inspection Section does not have the facilities to conduct chemical tests for items such as paints, paint-related products, electrical components, and workshop cutting tools, support is taken from external organizations including DRTL/PHT, BSTI (Dhaka), and BUET (Dhaka) etc..

- **c) Practical Test:** For components or electrical items that cannot be fully validated through physical or chemical tests—or where testing facilities are unavailable—practical testing is mandatory before acceptance. Such items are sent to the respective Chief Engineer, Chief Mechanical Engineer, or Chief Electrical Engineer (East and West) for evaluation.

Materials are dispatched from the Inspection Branch to depots through the following modes:

- Sending materials with a C-Memo/Clearance Memo, F-Memo/Forwarding Memo, or R-Note/Receipt Note via a special messenger.
- Booking materials in a railway wagon (RMC) and sending them with an escort.
- Dispatching materials through the store van.
- Dispatching materials using the supplier's own transportation.

# Thank You