

## **STORE**

### **Store keeping procedures functions of stores department**

- Ascertaining the requirements of all departments
- Purchase, stocking & distribution of right materials.
- Providing the materials of Right quality / quantity at Right time in most efficient, economical & expeditious manner.
- Inventory control, standardization, variety reduction, value analysis of stores in the custody.

The materials used in Stores Department can be divided into two categories. They are

1. STOCK ITEMS
2. NON STOCK ITEMS

### **Standard Classification of Stock items in Stores Department:**

- (1) The stock items have been divided into 75 groups.
- (2) Each item is identified by an eight-digit code structure which is called Price Ledger Number (PL No.)
- (3) Example: PL No. 79 03 078 6
  - First two digits represent Main Group : 79

MAIN GROUP CLASSIFICATION	
00 – 09	Steam locomotive parts & fittings
10 – 19	Diesel loco parts & fittings
20 – 29	Electric loco parts & fittings
30 – 39	Carriage, Wagon, EMU, Railcar Parts & fittings
40 – 49	Electrical Stores
50 – 59	Signals & Telecommunication Stores
60 – 69	Engineering Plant machinery & parts.
70 – 99	General Stores

- Next two digits represent Subgroup: 03 (Woolen cloth)
- Next three digits represent Sr. No. : 078
- Last digit is check digit: 6 (Calculated using formula Modulus 11)