

CENTRAL STORES

(The best way to find yourself is to lose yourself in the service of others – Mahatma Gandhi)

Office Staff:

S. No.	Name	Office Designation	Responsibility	Contact
1.	Mr. Atanu Gian	Assistant Store Officer (ASO)	<ul style="list-style-type: none">• Supervise the work of Department under the supervision of the FIC of Central Stores.• Reviews and monitors the functioning of the central stores.• Assists the Store In-charge in daily activities and supervises the work at office.• Prepares the report of meeting.• Answer and Completion of objections from the Audit Department with the help of billing clerk.• The tasks are entrusted to office people and sulabh staff as per the work allocation.	93393 70010
2.	Mr Rahul Singh	Store In-charge	<ul style="list-style-type: none">• Working on Central Procurement process as per requirement, Prepares the note-sheet, central common indent form and tendering documents.• Issues Fixed assets & Gate pass• Providing Department's information for annual report.• Informing about duplex entries, reporting information sought from senior officials from time to time etc.	62893 91 477

			<ul style="list-style-type: none"> • Handles any queries from the department 	
3.	Mr. Bapan Das	Store Keeper	<ul style="list-style-type: none"> • Issue of Housekeeping items • Receiving of all office files / demands from various departments • Prepares the Inspection note for the fixed assets. • Follow ups status of procurement of all the Indenting files. • Prepares the monthly attendance of office staff & Sulabh. 	96796 39365
4.	Mr. Shaheen Siraj Raza	UDC	<ul style="list-style-type: none"> • Receiving of Bills/Invoices. • Preparation of IV / RV for various deaprtments. • Prepares CRAC of GeM • Preparing payment bill after stock receipt as per sampling. • Submission of bill for the payment, • Maintenance of IV / RV and various registers in the department. 	70036 27694
5.	Mr. Md. Sahed Ali Mondal	Stores-cum-Clerk	<ul style="list-style-type: none"> • Receiving of Goods/Items. • Assists in Goods inspection with committee • Examination and possession of received stock of goods as per work order, making entries in daybook ledger, supply of goods to concerned departments. • Issue of Stationery items. 	95014 71419
6.	Ms. Chandrima Nandi	DEO	<ul style="list-style-type: none"> • Preparation of Consumable Inspection Note. • Issues of General & Surgical Consumables. • Issues of Diagnostic Consumables. • Physical Stock verification of all goods 	98041 78400

			<ul style="list-style-type: none"> Follow up all queries regarding mail from Various Department. 	
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Goods issue roster (Day wise)

S. No.	Goods / Material	Day of Issue	Responsible Office staff1
1	Stationery items	Monday & Thursday	Mr. Md. Sahed Ali Mondal
2	Fixed assets (Medical & Surgical instruments)	Wednesday	Mr. Rahul Singh
3	General & Surgical Consumables	Tuesday & Friday	Ms. Chandrima Nandi
4	House-keeping items	Every Saturday	Mr. Bapan
5	Diagnostic Consumables	1 st & 3 rd Saturday of every month	Ms. Chandrima

Contact Us:

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