

NIPER

'STORES MANUAL'



**NATIONAL INSTITUTE OF PHARMACEUTICAL
EDUCATION AND RESEARCH (NIPER)**

Sector 67, S.A.S. Nagar (Mohali), Punjab

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ANNEXURES: 1 TO 18

I. INTRODUCTION OF STORES IN NIPER

Inventory management in NIPER is a prime support service for the execution of various time bound R & D projects by ensuring cost effectiveness, transparency and efficiency. For catering day-to-day demand of users, central store facility has been established in NIPER for rendering service to labs/work centers scattered at different places inside campus

Central Stores: In central stores following stores should be maintained:

- a) Consumable stores
- b) Non-consumable stores

CONSUMABLE STORES: Categories are as under:

- a) Lab consumable stores: Glassware stores, Chemicals/Solvents/Acids stores, Plastic ware stores, Lab Hardware Stores, General Lab consumable stores
- b) Maintenance and Repair inventories: Mechanical stores, Electrical stores, Sanitary and Hardware stores, civil stores
- c) Stationary Stores
- d) General Consumable Stores: Items for sanitation/house keeping and guest house maintenance, Animal house consumables
- e) Expired consumables

NON-CONSUMABLE STORES: Categories are as under:

- a) Furniture and Fixture stores
- b) Imported Lab equipment stores
- c) Indigenous Lab equipment stores
- d) Office Automation stores
- e) Unserviceable and obsolete stores

II. METHODS OF STORAGE:

The material has to be piled up, stacked or placed in bins, racks or shelves depending upon size and nature of the individual item. For achieving the aim of good layout, the store room has to be divided into rows and columns with proper number allotted to them and marking of code for easier location of material in store room:

Classification of stores

Methods of storage

Glassware & Plastic ware

Adjustable slotted angle racks and Pigeon hole racks

Chemicals/Solvents in small packs

Adjustable slotted angle racks

Bulk Solvents(25 ltr &200 Ltr Pack)

Solvent Store Area

Contd...page...2..

Gas cylinders	Under separate covered shed with Chain locking facility
LPG cylinders	Inside Cage rack backside central Stores open yard area
Acids	Inside storeroom floored with Acid resistance tiles/Acid resistant cabinets
Mechanical & Electrical spares	Bins and trays on angle racks
Mill stores (Hardware items)	Racks and bins
General items	Racks

III. INVENTORY LEVELS:

Inventory levels are to be fixed in stores in consultation with standing purchase committee (SPC-I) for all consumable store items as per following levels:

Maximum Level: Level beyond that the stock in hand is not allowed to exceed. SPC-I in consultation with users/Indentors shall fix the new inventory levels and review the existing levels after assessing the consumption as well as the current needs of the Institute.

Minimum Level: To be maintained in stores below that the stock in hand shall not be allowed to fall. This limit is fixed by the committee to avoid the possibility of the suspension of research work due to shortage of materials.

Re-order Level: The quantity of stock fixed between the maximum and minimum levels of stock. When this level is reached, Store will initiate the indent so as to replenish the stock within the lead-time.

IV. CODIFICATION AND MARKING OF STORES/ASSETS:

Codification of stores: All consumable and non-consumable material has to be codified separately in order to avoid confusion for identification. The codification has to be done by stores. The Store will distinguish one item from the other even if the nomenclature is same. System of codification is defined as per example below:

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Main Code No. S1 (for Stationary items)

Sub-Code No. 30

Descriptive Code No. 1004

Description: Lead Pencil HB quality

Vocabulary: S1-30-1004

Similarly if the description is: Lead Pencil KOD quality then

Vocabulary: S1-30-1005 and so on.

Similar materials are grouped together. Once code is allotted to a particular group, in no case it is changed. This prevents duplication. The aim of codification is to achieve standardization. Codes lead to effective stock control, effective recording and result yielding accounting.

Marking of Stores: Marking of assets is done to facilitate identification and easy to understand. The stores will mark each asset before issuing the same to the Indentor. System of marking is as per example below:

Marking

Description

Institute Code No. NIPER

Deptt. Code No. CIL

Block Code No. A

Room Code with Floor I.D.: 105-GF

Item Descriptive Code No. HPLC

Year Code No. 05

Serial No.

Nat.Institute of Pharm.Edu.&Res.

Central Instrumentation Lab

Location: Block-A

Room & Floor wise location

HPLC System-Make Waters

Year of acquisition of asset

Vocabulary: NIPER/CIL/A/105-GF/05/HPLC

Similar code has to be marked on all the accessories purchased/acquired along with the main equipment in order to identify the asset and reconcile the same with item-code-wise list maintained by Central Stores. The marking allotted on the asset has to be incorporated in the respective stock ledger, personal inventory ledger and GFR 19 register for audit purpose.

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V. RECEIPT OF STORES:

Checklist for storekeeper before taking delivery of goods:

1. To check the gate entry on backside of bill/challan/cash memo.
2. To match the item viz. quantity, catalogue number or code number .etc mentioned on the bill/challan/cash memo submitted by the supplier with respective purchase order/cash requisition.
3. To check the compliance of all the terms and conditions of purchase order viz. delivery date, delivery in lots/partial delivery, payment terms etc.
4. To physically check the package/packing slip/packing note and contents thereof.

Further store will not receive any damaged stores and opened package, unsealed package (in case of chemicals) and the matter will be reported to the competent authority. Relaxation if any, will be put up to the competent authority with justification.

In case of complete compliance, material is received at receipt section, store signs the duplicate copy of delivery challan/invoice in testimony to the fact that he/she has received the material recorded and stamped the document **“RECEIVED MATERIAL AS PER BILL/CHALLAN NO. _____ SUBJECT TO PHYSICAL INSPECTION BY THE INSPECTING AUTHORITY”**.

The store then records the receipt in daily Material Receipt Register (MRR). After recording the receipts in MRR, the next step is to refer the bills for data entry for preparing Material Receipt Note (MRN) in triplicate **(See-Annexure No.1)**. Store shall put the stamp on the bill/invoice/challan and confirm the Stock Control Code (SCC) for receipt entry.

In case of shipments/cargo received through cargo agencies/transport/courier agencies, any visible damage/open and unsealed cargo or any other discrepancy is detected; store will prepare a Damage Report **(See Annexure No.2)** – four copies, one of which is sent to the supplier, second to the purchase section, third to the carrier agency and fourth for records. Further, store shall also put stamp on the bill/challan for damaged goods: **“MATERIAL RECEIVED IN DAMAGED /UNSEALED CONDITION VIDE BILL/CHALLAN NO. _____.”**

After receiving at stores the storekeeper will preserve all the incoming stores/material in a separate room for inspection, Store will not entertain any bill/cash memo/challan for the material received directly (i.e. without approval by competent authority) by the users/indentors from the suppliers.

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VI. INSPECTION OF STORES:

A. INSPECTION OF INDENTED STORES:

Inspection of all indented items has to be done by indenter or his/her representative.

B. INSPECTION OF GENERAL STORES:

General store items must be inspected for quality and quantity and to ensure the delivery is in conformity with the purchase order and as per requirement. The inspection for consumables in NIPER has to be done by separate inspection committees constituted for the purpose.

Inspection process has to be carried out by respective inspection committee twice in a week only after the issue timings of the stores. Storekeeper will intimate (**See Annexure-3**) the inspection committees for the inspection. In case of urgency, inspection committee may be asked for spot inspection. Further, store has to open the package of all the goods and segregate them in a separate place in inspection room before the inspection starts. Store shall provide the copy of purchase order and MRN-cum-Inspection note (**See Annexure-1**) along with original bill/invoice/challan to the inspection committee. Store has to ensure that these stores are not made available for issue until cleared by the inspection committee.

Role of Inspection committees:

a) For accepted stores: Inspection has to be carried out strictly by all the members. In case of absence of the one of the members under legitimate grounds, then other two members can sign the inspection note. Inspectors have authority to accept or reject the material. In case of acceptance, the acceptance column in the inspection note has to be mentioned both for checking quantity as well as quality and signature with date on the inspection note (all three copies) as mark of acceptance. Further, the inspecting team shall put stamp, signature and date on each accepted stores on the accepted column of inspection note.

b) For rejected stores: In case of rejection, the quantity of the material rejected has to be indicated in the rejection column in the inspection note and reasons for rejection has to be put on all the three copies of inspection note. Inspecting team will not to put any signature or stamp on the rejected stores.

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After completion of inspection process, store shall stack the accepted material on the respective racks inside the central stores. All rejected stores are to be preserved on separate racks marked “**REJECTED STORES**” inside the inspection room.

Stock Entry: After inspection, store has to get the signature of immediate supervisor on the MR–cum-inspection note and refer the same for data entry along with original Invoice/challan duly signed and stamped (on the body of invoice) as a mark of stock entry by indicating stock ledger folio number and taking the stock on ledger under the head **Receipts**. Then after making the necessary endorsement on the bill of the supplier, store shall send the original bill along with two copies of the inspection note to purchase section for further disposal and retain duplicate copy of bill/invoice and MRN for records.

VII. ISSUE OF STORES:

Material/store will be issued by stores section on a written requisition in form of Issue slip/Issue voucher (**See Annexure-4 & 5**) signed by user/indentor duly countersigned by Head of the Division (Faculty Member, Project Incharge, Administrative Section Head).

Check list for issue of stores:

1. Name of user/Department
2. Description of stores
3. Item code
4. Quantity indented
5. Project No.

Store will not entertain any issue slip having cuttings or overwriting unless attested by Head of the Division.

In case material is not available in stores, storekeeper shall write NA (Not available) in the remarks column. The material which is available in stock, the same is taken out of rack/bin and moved to issue counter for making necessary entry in the issue slip. After physical delivery of the material to the receiving personnel, the store takes the signature of the official with date in testimony to the fact that material have been issued and delivered. Store shall get the issue slip signed from the stores supervisor. Store shall retain the original issue slip for making necessary stock entry in the ledger.

VIII. MANAGEMENT OF ISSUE OF GATE PASSES:

Two type of gate passes are to be issued by the stores section:

Returnable Gate Pass (RGP): For material which belongs to the Institute as per format **(See Annexure-6)**

Non-Returnable Gate Pass (NRGP): For rejected material and scrap disposal or any sale like animals etc as per format **(See Annexure-7)**

Returnable Gate Pass: (RGP): To be issued in triplicate for following:

1. Inventories which need repairs
2. Gas Refillings
3. Diesel/Petrol refillings
4. For any other valid purpose as defined in the request for issue of RGP

Application/Request **(See Annexure-8)** for issue of RGP has to be routed through Head of the Division and reason/purpose for the same be defined clearly. All the columns like expected date of return, Name and Address of the person taking the stores out of NIPER and address of the party where the asset is going to be delivered has to be mentioned.

Non Returnable Gate Pass (NRGP): To be issued in triplicate for the following:

1. For all rejected materials
2. For the materials belonging to contractor (with a permission from Executive Engineer, NIPER)
3. For sale proceeds like sale of animals (with the permission of Animal house In-charge), sale of scrap or obsolete stores (with the permission of Condemnation Committee).
4. For any other valid purpose as defined in the request for issue of NRGP

For rejected stores, NRGP order has to be obtained from Director/or person authorized for the purpose. The documents should accompany the original bill received from the supplier, remarks for rejection or quality test report as received from the inspecting authority. Supplier has to be well informed in advance to collect the rejected stores from the Central Stores of the Institute.

In case of sale proceeds, application should accompany the original receipt of cash/draft/cheque and invoice given to the purchaser by Institute accounts department. Photocopy of the invoice and receipt has to be retained by stores for records.

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Tracking of items issued on RGP: Both the applicant and the stores shall keep track for the items/stores issued on returnable gate passes. Separate Register (**See Annexure-9**) has to be maintained for all the items issued on RGP. In case items are not received back within stipulated period store has to inform the same in writing to the applicant for follow up with the party accordingly. On receiving the items back, the store will put the stamp on the original copy of gate pass (store copy).

IX. GOODS RECEIVED ON CHALLAN:

Stores received on challans but its invoice has not yet been received by the Institute, the same will not form the part of the stock and will be kept separately. List of such stores (where the invoice/bill is pending) shall be referred to purchase section for further necessary action.

X. PROVISION FOR TRANSFER OF STORES/MATERIAL:

Stores, which are non-consumable in nature, can be transferred from one indenter to the other indenter/user with the approval of competent authority. The transfer shall effect in records of the stores only after receipt of transfer voucher (**See Annexure 10**) duly signed both by transferor and transferee.

XI. PROVISION FOR RETURN OF STORES/MATERIAL:

Stores, which are non-consumable in nature, can be returned back to stores only when it is declared obsolete, un-serviceable or surplus by the competent authority. The indenter has to fill the return voucher (**See Annexure-11**) in duplicate and deposit the material in the stores for further disposal.

XII. STORES ACCOUNTING AND VERIFICATION:

Stores accounting reveals the quality, quantity, value of stock carried and preserved in storehouse on a given date relating to a specified period.

Verification of Stores:

1. **Quarterly physical verification of stores:** Store shall examine the correctness of the stock records by checking physical balance with the ledger. Deficiencies and surplus have to be reported by the store. The said quarterly verification has to be conducted on the last day of each quarter. The receipt & issue transaction has to be stopped on the last day. Report of quarterly verification (**See Annexure-12**) of stores has to be forwarded to Registrar through Stores for information.

2. **Annual physical verification of stores:** The complete stock (consumable and non-consumable) is verified at the close of the financial year i.e. 31st of March of every year. Annual Physical verification is done by the constituted committees appointed by Registrar every year during the the last week of March and report back the same before 30th of April.

The annual verification committee has to verify/match the physical stock with the stock ledger/computer generated stock ledger. Before starting the verification process, member secretary has to obtain the certificate from the stores and data entry operator authenticating the correctness of the stock ledger provided to the committee. Storekeeper shall help the verification committee in locating the stores. During the process of annual physical verification, the stores shall not be received or issued until the completion of process. After completion of verification, committee shall give its duly signed report on the Proforma (**See Annexure-13**).

Management to deal with deficiencies and surplus in Central stores:

Deficiencies and surplus if pointed out in any verification report needs proper reconciliation and investigation. Custodian of store i.e. concerned storekeeper is responsible for any sort of discrepancy in the stores. Any deficiency in stores due to breakage /losses /wastage etc. as indicated in the breakage /losses /wastage report (see annexure 17 & 18) shall be regularized with the approval of competent authority. However, a proper record in a register shall be maintained for breakage/ evaporation of solvents / losses/wastage of stores on a regular basis as and when it happens & should be verified by the Head of the Division.

XIII. STOCK VALUATION:

Ascertainment of costs of stores received:

In NIPER most of the research equipment /instruments are imported in nature, so it is important for stores to ascertain the cost of incoming material. Correct costing is essential for institute to know the landed cost. While ascertaining the cost of stores received, the following points have to be kept in view:

1. Invoice price.
2. Freight or transportation.
3. Loading and unloading charges.
4. Airport Authority/cargo handling charges.

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5. Insurance charges.
6. Octroi (if applicable).
7. Bank charges (like LC, advance draft/wire transfer etc).
8. Other charges like packing, third party inspection etc.
9. Custom duty etc.

All the above charges are added up together in order to ascertain the cost of material/stores received.

In case of local/indigenous/Indian supply:

1. Invoice price.
2. Freight and transportation.
3. Taxes/duties.
4. Octroi (if applicable).
5. Bank charges (in case shipment through bank).
6. Loading and unloading charges.
7. Insurance charges.
8. Other charges like packing, third party inspection etc.

Ascertainment of cost of stores issued to users/Indentors:

In case of consumables, issue of stores are priced at the average cost price of material in hand and consequently the stock in hand also valued by adopting mean average price for the purpose of its incorporation in the balance sheet and the final accounts. Hence computer is commanded to work on average price per unit for issue purpose for valuation of stock.

XIV. PROCEDURE FOR DISPOSAL OF UNSERVIEABLE/OBSOLETE SURPLUS STORES AND SCARP:

Stages of disposal:

The steps in disposal are as under:

- a. Identification of types of disposable stores-surplus, obsolete, unserviceable or scrap.
- b. Categorization of items as surplus, obsolete etc.
- c. Consideration by the Standing Disposal Committee (SDC)
- d. Inspection.

- e. Deciding mode of disposal.
- f. Fixation of reserve price.
- g. Approval of the Competent Authority.
- h. Invitation of offers
- i. Evaluation of the offers.
- j. Accounting Entries.
- k. Removal of the disposed off stores by the Purchaser.

The stores for disposal is divided into the following categories:-

- i) **Surplus Stores-** Items that are in working order but are not required for use in a particular Section/Division/Institute and stock lying in stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise.
- ii) **Obsolete Stores-** Items in working order but cannot be put into use effectively being outdated due to change in technology/design.
- iii) **Unserviceable stores-** Items which are not in working order, outlived its normal span of life and are beyond economic repair.
- iv) **Scrap-** Process waste, broken and any other item not covered above but has got resale value.
- v) **Empties-** Empty containers, crates, bottles, plastic jars, drums etc.

Categorization

The head of section/Division shall obtain from users of his section/division and compile a list of stores that have become surplus/unserviceable etc. citing reasons in the enclosed format (**See Annexure-14**). Similarly, stores will review the stock of all items to determine the slow moving and non-moving items, which will also be put up to the SDC for further action. While reviewing such items, SPC-I, at the time of Purchase will review the usage of such items that are lying unused so as to take a final view on Purchase.

Standing Disposal Committee (SDC):

Following will be the constitution of SDC:

Chairman (Prof & Head)

Member (Associate Professor/Assistant Professor)

Member (Scientific Officer)

Member (F&AO)

Member (SO(S & P))

Co-opted Member (Indentor)

The quorum will be 70%. In case of dissent by any member, the proceedings of the Committee will be referred to the Director whose decision shall be final. The Committee shall meet periodically at least twice in a financial year as and when required.

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The functions of the SDC will broadly include the following.

- a) It will inspect the materials that are proposed to be declared as Surplus, Obsolete, and Unserviceable etc. by the Heads of the sections/divisions and decide whether the stores are surplus or obsolete or unserviceable as the case may be.
- b) It will decide the mode of disposal.
- c) It will fix the reserve price for disposal of items and also ensure that the lifted items are as per the disposal list.

Inspection

The Committee shall examine the stores to be declared as surplus/obsolete and unserviceable taking into account the stipulated life period of each item, overall condition of the items, the reasons for obsolesces etc., requirement of such items in future, negligence or mischief or fraud on the part of any individual for such loss. The SDC may appoint a technical committee for the purpose, if required.

Mode of Disposal

The SDC will decide one of the following modes of disposal.

- i) By gift to Educational Institutions.
- ii) By public auction.
- iii) By limited tendering
- iv) By press tendering

Gift to Educational Institutions:-

The items that have been declared as Surplus or Obsolete and are in working order can only be gifted to other recognized educational institutions on the following terms and conditions:

- a) The items of equipment will be offered as gift on "as is where is basis"
- b) Imported items can be gifted to an educational institution as per the provisions of FEMA/Exchange Control Manual (ECM) of RBI.
- c) The title of the equipment will pass on to the receiving organization on receipt of a formal acknowledgement.
- d) Any cost associated with transfer shall be borne by the receiving organization.

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- e) Equipment received as gift under agreement with the international bodies like UNDP/UNESCO etc. would be disposed only in accordance with the terms and conditions agreed to between NIPER and such bodies.
- f) Preference may be given to Central Govt/State Govt schools/training institutions.

By Public Auction

NIPER may consider disposal by public auction if the SDC is of the opinion that this is the most suitable course of action for disposal and the chances of forming a cartel is not there. The decision of engaging a Government recognized auctioneer to conduct a public auction may also be taken by the competent authority if the value of disposal is substantial. Every bidder in Public auction shall have to deposit caution money to become eligible for bidding. The SDC shall fix the amount of caution money. An EMD of 25% has to be paid by the successful firm at the fall of hammer after adjustment of the caution money. The caution money of the unsuccessful bidders shall be refunded within 15 days after the auction. The highest bidder shall pay the balance 75% within 5 days and the stores will be handed over to them. The SDC may attend the public auction or nominate a sub-committee to attend.

By limited tendering

The SDC can recommend disposal of stores costing upto Rs. 5.00 lakhs by limited tendering for sale of the stores. The tender enquiry should include a condition of EMD as 10% of the quoted price in the shape of DD/BC. The EMD of unsuccessful bidder will be returned immediately in any case within 15 days from the date of opening. The Tender Opening Committee in the presence of the bidders will open the quotations on a particular date and time. The SDC should ensure fixation of reserve price after the bids have been received but before the same are opened. The time limit for the bidders for taking delivery of the goods after payment of the bid value including amount of penalties for late lifting may be decided on case-to-case basis by the SDC. EMD of unsuccessful bidders will be refunded within 15 days.

Press tender

The SDC can recommend disposal of stores costing more than Rs. 5.00 lakhs by open tendering. In this case all the procedure outlined above (by limited tendering) will be followed. Rs. 200/- will be charged for sale of tender document.

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A sample tender document governing the terms and conditions of the sale is **as per Annexure-15**

Sale of Newspaper and empty containers etc.

Articles of low or nil value like empties, news papers, packing wood, plastics, bottles etc. which are voluminous in nature and also hazardous i.e. flammable etc. may be disposed off by the Stores after adequate publicity with prior recommendation of SDC whenever, the need arises on the periodic basis, so as to make space available for other purposes.

Fixation of Reserve Price

Before Press or limited tendering is done, the SDC will meet to decide the reserve price for disposal of such stores and will be opened after opening of the bids to compare the bid prices with the reserve price. While fixing the reserve price the Committee shall take the overall condition of the items vis-à-vis the market price of such second hand product(s).

Approval of the Competent Authority

As per the provision of GFR the authority competent to purchase stores shall be competent to declare the stores as obsolete/surplus/unserviceable. Since the powers to purchase store has been decentralized in the Purchase Procedure the Director shall be the competent authority to declare the store as obsolete/surplus/unserviceable and order its disposal as per the recommendations of the Committee irrespective of its value.

Evaluation of the offers

After the bids are opened, stores will prepare a comparative statement. The highest bid will be compared with the reserve price. If the highest bid price is more than the reserve price, the approval of the competent authority will be taken and the items will be offered to the highest bidder. In case, the highest bid price is less than the reserve price, the SDC will once again go through the reserve price to take a decision either to recommend disposal at the highest bid price if the difference between the reserve price and highest price is less than 20% or to negotiate with the highest bidder to increase bid price above the reserve price or to re-tender.

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Accounting Entries

Immediately after obtaining the approval of the Director to declare the items surplus/obsolete/unserviceable, these items will be removed from the Stock Ledgers with suitable entries and shall be entered in the Disposable Stores Register (DSR), which will be maintained in the Stores. Office Memorandum containing details of item, its value and head of account etc. will be issued by the Registrar conveying the approval of the Competent Authority to declare such items surplus/obsolete/unserviceable and also convey the items to be written off in the books of Accounts of NIPER. A copy of each order declaring Stores surplus/obsolete/unserviceable should be endorsed to the Finance & Accounts Officer of NIPER as per the procedure.

Based on the office memorandum issued by the Registrar, Finance & Accounts Officer of NIPER shall reduce the value of assets and liabilities in the Books of Accounts.

Removal of the disposed off stores by the Purchaser

The delivery of the stores will be given to the highest bidder or its authorized representative only after the full payment is deposited in case or through BC/DD. On production of the receipt, the Stores will physically hand over the item(s) sold to the party and issue the Gate Pass enabling the purchaser to take out the items sold. The details of the items sold to purchaser should be available in the gate pass in order to facilitate security check etc. Stores shall also record disposal/removal of the stores in the relevant columns of the DSR, which has to be a permanent record with the stores.

XV. SAFETY MEASURES:

Custody of Keys: The Central store keys must be numbered, registered and kept under control of security supervisor at the entrance gate of Teaching & Research block. "Key Movement Register" should be maintained at the Gate. While collecting and depositing the keys, authorized store personnel has to sign in the register on all the occasion. Whenever a key is stolen or misplaced or lock is found broken, enquiries should be made by the Registrar and in case of least doubt, the lock should be replaced by a new one.

Movement of Men, staff and visitors:

In the interest of the security, access to store house must be strictly regulated by stores.

For the staff identification, storekeeper can check their identity card and gate pass of the visitors. During closed hours, security staff has to look after the stores building and provide a security guard.

XVI. FIRE PRECAUTIONS AND SAFETY PROCEDURES:

Fire hydrant has to be provided near the storehouses and solvent storage area, provision of chemical extinguishers, sand buckets. Overhead sprinkling system has to be installed to check fire instantly.

The staff working in the stores should be trained in fire fighting procedure and relevant S.O.P's (**See Annexure-16**). Smoking inside the stores should be strictly prohibited. Necessary publicity by way of "Instructions to be followed in case of Fire" may be given. Relevant telephone numbers of nearest fire-brigade, hospitals, local fire officer/Ambulance, Security officer, Registrar and Director should always be kept handy and up to date.

XVII. STATUTORY REGULATIONS:

Store personnel should be fully conversant with the rules and regulations both obligatory and statutory, which affect the security of the stores or the store building. He/she should also be aware of explosive and petroleum regulations, Contract Act and Sale of Goods Act to meet with the requirements of any case(s) arising out of happenings in the central store. If required, stores personnel may be trained to upgrade their knowledge with respect to latest statutory regulations.

Inspection by Competent Authority:

The Director & Registrar or any other person authorized by them may pay visits to the stores at regular intervals to satisfy themselves that the goods are being maintained in perfect conditions.

XVIII. STORE RECORDS AND DOCUMENTS:

1. GFR 16 Register
2. Stock ledger viz. consumable and non-consumable
3. Personal Inventory Record
4. Daily material receipt book
5. Indent book viz. Consumable and non consumable

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6. Issue vouchers/slips viz consumable and non-consumable
7. Stock Valuation sheets
8. Material Transfer Voucher
9. Material Return Voucher
10. Gate Pass Book viz. Returnable and non returnable
11. Order Record
12. Disposable stores register

Record Room:All the year wise/ month wise issue slip vouchers and duplicate copies of purchase bills and inspection notes are to serially numbered and indexed in the hard file cover and to be placed in the record room at a place allotted by the Record officer NIPER. Record room can be operated only after getting permission.

XIX. MANAGEMENT OF TIME:

1. Inspection lead-time: for consumables: within 3 days of receipt of stores, for non-consumables: within 3 days from the date of installation.
2. Bills forwarding (to purchase section) lead-time: within 3 days of inspection of stores
3. Gate Pass preparation lead-time: Immediate on receipt of request i.e. same day
4. Cash bills processing: within 1 week of receipt
5. Issue timings: 10.00 am to 12 noon and 2.00 pm to 4.00 pm (Monday-Friday)
Solvent Issue timings: 3.00 pm to 3.30 pm (Monday-Friday)
6. Store indents lead-time: On reaching Re-order level

XX INTERPRETATION

Any doubt or clarification with respect to interpretation of the manual will be referred to the Director whose decision shall be final.

XXI REVIEW & APPRAISAL

Store Manual shall be under a constant review during initial period of its implementation. Suggestions received in due course from faculty members/officers from time to time for its improvement shall be duly considered & necessary modifications made.

XXII RELAXATION AUTHORITY

Director may relax any of provision outlined in the manual.

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XXIII

Abbreviations

1. SPC: Standing Purchase Committee
2. GFR: Government Financial Rules
3. R&D: Research & Development
4. NIPER: National Institute of Pharmaceutical Education and Research
5. CIL: Central Instrumentation Laboratory
6. MRR: Material Receipt Register
7. MRN: Material Receipt Note
8. SCC: Stock Control Code
9. RGP: Returnable Gate Pass
10. NRGP: Non-Returnable Gate Pass
11. SDC: Standing Disposal Committee
12. F&AO: Finance & Accounts officer
13. SO(S & P): Section officer (Store & Purchase)
14. EMD: Earnest Money Deposit
15. SOP's: Standard Operating Procedures
16. PIR: Personal Inventory Record
17. DSR: Disposable Stores Register



**NATIONAL INSTITUTE OF PHARMACEUTICAL
EDUCATION & RESEARCH (NIPER)**
Sector 67, S.A.S. Nagar (Mohali), Punjab

719-(06-07) INDENTED ITEMS

Material receipt-cum-inspection Note

M.R.N. NO.:	Date :					
P.O. NO. :	P.O. Date :					
Sup. Name :	Department :					
Address :	Bill No. :					
	Bill Dt. :					
Transport :	GR/RR No. :					
Through :	Gr. Date : / /					
	Description of Goods	Quantity Received	Quantity Accepted	Quantity Rejected	L/F No.	Item Code

Inspection Officer

S.O. (S&P)

Store Keeper

Prepared by

Remarks (If any):



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Sector 67, S.A.S. Nagar (Mohali) Punjab

Damage Report

No. _____

Date: _____

P.O. No.: _____

Date: _____

Supplier : _____

Bill/Invoice No. _____

Date: _____

AWB/HWAB No. _____

Date: _____

Transport Through: _____

GR No. _____

Date: _____

S.No.	Description of Goods	No. of Boxes/Packages Received	No. of Boxes/packages Damaged	Remarks

Inspection officer(s)/Indentor

SO(S & P)

Store Keeper

Copies: 1. Supplier: M/s. _____
 2. Purchase Section
 3. Transporter: M/s _____
 4. Records



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Sector 67, S.A.S. Nagar (Mohali) Punjab

719-(06-07) INDENTED ITEMS

Receipt Transactions/ Intimation Note for Inspecting Officers

From: To:

For Purchase Rate More Than: 0.00 and Less Than: 111111111.11

S.No.	Item	Particulars	Quantity	Rate	Narration	Page



NATIONAL INSTITUTE OF PHARMACEUTICAL S.No. A/
 EDUCATION & RESEARCH (NIPER)
 Sector 67, S.A.S. Nagar (Mohali) Punjab

Demand/Issue Voucher (Non Consumable)

Division..... Control No.....

Date..... Project No.....

S.No.	Name of Article	Quantity Required	Quantity Issued	Ledger Folio No.	Inv. Folio	Remarks
1						
2						
3						
4						
5						
6						

Purpose for which required.....

Indentor

Head of Division

Posted by.....

Inv. Posted By.....

Checked By.....,

Sign. Person Receiving Materials

Name in Block letters &
 Designation.....

.....

Signatures S.O. (S&P)

Signature of Issue S/K



NATIONAL INSTITUTE OF PHARMACEUTICAL
EDUCATION & RESEARCH (NIPER)
Sector 67, S.A.S. Nagar (Mohali) Punjab

C.S.No.
S.No.

Demand/Issue Voucher (Consumable)

Division..... Control No.....
Date..... Project No.....

S.No.	Name of Article	Quantity Required	Quantity Issued	Ledger Folio No.	Code No.	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Purpose for which required.....

Indentor

Signature Head of Division

Posted by.....

Sign. Person Receiving Materials

Signatures S.O. (S&P)

Checked By.....

Signature of Issue S/K

Note: Please fill in neatly & do not write more than 10 items in one voucher, Cutting/Alteration are not allowed.



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Sector 67, S.A.S. Nagar (Mohali) Punjab

RETURNABLE GATE PASS

No.....

DATE.....

S.No.	Item Issued	Qty	Purpose	Party to whom item is given	Expected Date of Return

Indentor

Head of the Division

Sig. of Person Taking out
the Material
Date:

Security Person
Date:
Time Out:

Time in:
Date:

Store Keeper/

SO (S&P)

AR (S&P)

User Department_____

Head of the Division



NATIONAL INSTITUTE OF PHARMACEUTICAL
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Sector 67, S.A.S. Nagar (Mohali) Punjab

**MATERIAL REJECTION NOTE
CUM
NON RETURNABLE GATE PASS**

No.....

Date.....

Name of Supplier..... Challan/Bill No.

Address..... Date.....

Purchase Order No..... M.R. Register No.....

Date.....

The following item (s) has been rejected by inspecting authority

S.No.	Material Description	Qty.	Value	Remarks

Signature of Indentor

Head of the Division

Store Keeper

SO (S&P)

AR(S&P)

DR (A&P)



NATIONAL INSTITUTE OF PHARMACEUTICAL
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Sector 67, S.A.S. Nagar (Mohali) Punjab

Request for Issuance of Returnable Gate Pass

Name of Person:

Date:

Section/Department:

Item Description

Quantity:

Purpose:

Party to whom item is given:

Expected date of return:

Name of Person taking out the material:

Indentor

Head of the Division.

For office use only

Remarks:

Store Keeper

S.O.(S&P)

AR(S&P)



**NATIONAL INSTITUTE OF PHARMACEUTICAL
EDUCATION & RESEARCH (NIPER)
Sector 67, S.A.S. Nagar (Mohali) Punjab**

(Transfer Voucher Non-Consumable)

T.V. Control No.....

Dated.....

(To be filled in by Stores Section)

Transfer From.....
(Name in Capital Letters)Transfer to.....
(Name in Capital Letters)

Designation.....

Designation.....

S.No.	Complete Nomenclature	Qty.	Issue Slip No. & Date	L.F. Ref.	Transfer From PIR	Transfer to PIR
1	2	3	4	5	6	7

Certified that the above item have been handed over and taken over by us.

Signature of Handing Over

Signature of Taking Over

Signature of Head of Division

Signature of Head of Division

Posted by.....

Checked by

Store Keeper

S.O (S&P)

AR (S&P)

Note:-

1. Please do not write more than five items in one form
2. Column No. 1 to 4 should be sent duly completed.
3. Alterations/Cuttings in the above form will not be accepted.



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Sector 67, S.A.S. Nagar (Mohali) Punjab

RETURN VOUCHER

Division.....

Date.....

Control No.....

The following articles may kindly be received back as the same are surplus to our requirements. The condition of the articles returned is indicated against each item. (State whether Serviceable, Unserviceable, Broken etc.)

S.No.	Name of the Article	Issue Slip No. & Date	Qty.	Condition of the item	Qty. Received	Ledger Folio	Inv. Folio

Signature of the Sender.....

Head of the Division.....

Posted by.....

Inv. Posted By.....

Checked By.....

Signature of Receiving Store Keeper/

S.O. (S&P).....



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Sector 67, S.A.S. Nagar (Mohali) Punjab

Quarterly Physical Verification Report

Store: _____ Quarter _____ Date of Verification: _____

S.No.	Item Code	Description of Item	Stock as per stock ledger	Physical Qty. Available	Shortage	Excess

(Signature of Respective Store Keeper)

SO (S&P)

A.R (S&P)

Submitted to Registrar



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Sector 67, S.A.S. Nagar (Mohali) Punjab

Annual Physical Verification Report

Store: _____ Year _____ Date of Verification: _____

S.No.	Item Code	Description of Item	Stock as per stock ledger	Physical Qty. Available	Shortage	Excess
-------	-----------	---------------------	---------------------------	-------------------------	----------	--------

Member

Member

Member

Member-Secretary

Chairman

FORM FOR DECLARING A STORE AS SURPLUS/ OBSOLETE/ UNSERVICEABLE

Name: Designation Section.

Sl. No. Description of stores _____

Quantity Issued _____ Voucher No. _____ &Date

PIR No. _____

- a. Certified that the items referred above is in working order but is no longer used by me/my division. The item may be declared as surplus.
- b. Certified that the item referred above has become outdated technically and is not useful within the laboratory. The replacement parts are also not available for its repair and so same may be declared as obsolete.
- c. Certified that the items mentioned above has lived a normal life of ____ years and become unserviceable due to normal wear and tear. The item is beyond economic repair and thus may be declared as unserviceable.

Indentor/User

Head of Division

To be filled in by the Stores Disposal Committee (SDC)

The material in question has been inspected by us and found to be surplus/obsolete/unserviceable due to its normal wear and tear. The committee recommends the following course of action for its disposal

- 1.
 - a. By gift to Educational Institution.
 - b. By public auction
 - c. By limited tendering
 - d. By press tendering
- 2. The committee may recommend to return the material to the indentor for providing reasons.

Member Member Member Member Member

Chairman

Sample Tender Document

1. The tenders should be submitted in sealed covers. Unsealed tenders will be rejected.
2. The materials offered for disposal is on "AS IS WHERE IS & WHAT IS BASIS" Ex-go down in unpacked condition. Taxes and duties that may be levied by the Govt. will be extra as applicable.
3. The purchaser may inspect the materials on any working day between 10.00 AM to 01.00 PM by prior appointment to satisfy themselves about the quality & condition of the material(s) offered. No complaint whatsoever will be entertained after the tenders are submitted or after the materials are lifted. No request for sample or inspection after submission of the tender will be accepted.
4. Tenders should clearly quote their rates Per Kgs/Per Lt/Per unit as asked for both in figures and in words exclusive of any taxes and duties. Any overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the tender. In case there is any error between the amount specified in figures and words, the higher of the two will be taken for consideration.
5. Tenders should be valid for a period of 30 (thirty) days from the date of opening of the tenders.
6. Earnest Money deposit equivalent to 10% of the amount quoted is to accompany the bids in the shape of Banker Cheque/Demand Draft/ cash receipt showing deposit of cash with the Institute/bank guarantee. Tenders not accompanied by EMD will be rejected. No interest will accrue on the EMD so deposited.
7. The balance money less the EMD already deposited should be paid within 5 days from the date of issue of award letter by cash or DD/BC. The cash receipt will be presented to the Stores for delivery of the goods if the goods are not lifted within the time specified, ground rent as decided by the committee per lot per day will be charged from the purchaser for a further period of 7 days. The materials not so removed will be treated as abandoned lots and the EMD and other sums paid for the lot will be forfeited without any reference to the purchaser. For such abandoned lots, the institute reserve the right to re-sale.

8. The materials will be allowed to be lifted between 10.00 am to 04.00 pm on any working days. No picking, Choosing or sorting will be allowed in the premises for the disposal lots.
9. Mis-description or error in quantity will not invalidate a sale. A proportionate refund will be made to the purchaser when the weight or number delivered is less than that have been specified in the tender.
10. The facility for weighing if available will be provided at the site of the materials. But the labor, transport and other arrangements will have to be made by the purchaser at their risk, cost and responsibility. In case such facility is not available, the purchaser shall have to make its own arrangement and weighing is to be made in the presence of representative of the Institute.
11. The person authorized by the purchaser will be allowed to take delivery.
12. The Institute reserves the right of withdrawing from the sale of any material or lots at any stage without assigning any reason thereof.
13. The address given in the tender shall be deemed to be the Purchaser's address and correspondence sent on that address shall be considered to have been delivered to the purchaser. No claim will be entertained for the reasons of forfeiture of the sum deposited in case the correspondence is returned back undelivered.
14. The tenders duly completed as per the instructions given herein will be delivered upto _____ at _____.
15. Tenders so received will be opened in the presence of the bidders , if any at 3.30 pm on _____

STANDARD OPERATING PROCEDURES (SOPs) TO BE FOLLOWED FOR HANDLING/STORAGE OF VARIOUS LABORATORY ITEMS IN CENTRAL STORES AND SAFETY GUIDELINES

Identifying the specific hazard associated with a chemical greatly reduces chances of accidents like fire, injury, explosion and contamination. The following requirements apply to chemicals and other items stored in the storehouse:

A. LABELLING

Container Labels: All containers of hazardous chemicals must be labeled with the name of the chemical and the hazard(s), if not provided by the manufacturer. If a chemical has more than one hazard, it must be labeled with both hazards. For example, (acetaldehyde is both a flammable and a carcinogen) and must be labeled appropriately. Following guideline should be followed:

- Maintain record of all the hazardous chemicals in stores.
- Inspect the labeling on incoming containers and put date of receipt on the container.
- All employees are trained on the labeling system

Anything available over the counter to the general user is exempt from labeling requirements if the manufacturer has already labeled it. This includes consumer products such as cans of spray paint, acrylic paints or turpentine oil, thinners etc

Portable containers into which hazardous chemicals are transferred from labeled containers (in case of bulk solvents), it is recommended that a temporary label identifying the chemical and its primary hazard be affixed to the portable container.

In case of waste container, labels should be pasted with the words "Hazardous Waste". Once a chemical has been dated and labeled as a hazardous waste, it may not be accumulated for more than 90 days.

B. SPECIAL PRECAUTIONS

In case of selected carcinogens, reproductive toxicants and chemicals with a high degree of acute and chronic toxicity, higher level of precaution is required in the storage area. These type of material has to be stored only in designated areas.

C PHYSICAL HAZARDS

Material which present a physical hazard can be safely used if the specific hazard(s) are understood. If appropriate precautions are not taken, personal injury or property damage may occur. Additionally, certain chemicals cannot be safely mixed or stored with other chemical because of the danger of a violent reaction or a reaction that generated toxic gas. Following classes give a measure of the fire risk in case of flammable/combustible:

	Flash Point	Boiling Point
Flammable		
Class IA	<73 °F (22.8 °C)	< 100 °F (37.8 °C)
Class IB	<73 °F (22.8 °C)	≥ 100 °F (37.8 °C)
Class IC	≥73°F (22.8 °C) & < 100 °F (37.8 °C)	
Combustible		
Class II	≥100 °F (37.8 °C) & < 140 °F (60°C)	
Class IIA	≥140 °F (60°C) & < 200 °F (93 °C)	
Class III B	≥ 200 °F (93°C)	

These classes give a measure of the fire risk

Following are guidelines for handling flammable/combustible materials:

- a) Eliminate ignition sources such as open flames, hot surfaces, direct sunlight, sparks from welding or cutting, operation of electrical equipment
- b) Store in flammable liquid containers or storage cabinets in an area isolated from ignition sources or in a special storage room designated for flammable materials.
- c) Assure appropriate fire extinguishers and/or sprinkler systems are in the area.

D. CORROSIVES

Material which can react with the skin causing burns similar to thermal burns, and/or which can react with metal causing deterioration of the metal surface.

Contd...page....3

Guidelines for handling Corrosives:

1. Containers and equipment used for storage and processing of corrosive materials should be corrosion resistant.
2. Eye protection and rubber gloves should always be used when handling corrosive materials.
3. Never add water to acid.

An eyewash and safety shower must be readily accessible to areas where corrosives are used and stored. In the event of skin or eye contact with corrosives, immediate flush the area of contact with cool water for 15 minutes. Remove all affected clothing. Obtain medical help.

E. OXIDIZERS

Materials, which react with other substances by giving off electrons and undergoing reduction. The reaction may result in fire or explosion.

* Stores personnel should ensure that there are no extraneous material in the storage area which could become involved in a reaction.

* In case of explosion, shields needs to be used or other methods for isolating the materials in the storage area.

F. WATER REACTIVE MATERIALS

Materials, which react with water to produce a flammable or toxic gas or other hazardous condition. often a fire or explosion results. Safe handling of water reactive materials will depend on the specific material and the conditions of use and storage. (Examples of water reactive chemicals include alkali metals such as lithium, sodium, and potassium; acid anhydrides and acid chlorides).

G. LIGHT-SENSITIVE MATERIALS

Materials, which degrade in the presence of light, forming new compounds that can be hazardous or resulting in conditions such as pressure build up inside the container, which may be hazardous. (Examples of light sensitive materials are Chloroform, tetrahydrofuran, ketones and anhydrides). Light sensitive materials in a cool, dark place or in colored containers, which reduce or eliminate penetration of light need to be stored..

H. CRYOGENS

Liquefied gases that condense oxygen from the air, create an oxygen rich atmosphere and increase potential for fire if flammable or combustible materials and a source of ignition are present. Brief contact with materials at extremely low temperatures can cause burns similar to thermal burns. Safety glasses with side shields or goggles need to be worn while handling. If there is chance of a splash or spray, a full face protection shield, an apron or coat be worn. Gloves should be sufficiently large to be readily thrown off in case of cryogen spill. Container holders or trolleys should be used for handling cryogenic containers.

I. RADIOACTIVE MATERIAL HAZARDS

In case of handling and storage of radioactive material, guidelines as maintained in the institute have to be followed strictly.

SAFETY PROVISIONS:

FIRE ALARM SYSTEM Fire alarm system has to be installed in the Storehouse. In case of fire/smoke inside the area, the fire alarm button needs to be pressed by any of the employees working inside the storage area. Smoke detectors should be installed in the building, which are attached with the fire alarm control panel. The Fire alarm system needs to be checked, maintained and upgraded on a 6-month plan.

EFFECTIVE COMMUNICATION SYSTEM: Telephone connections need to be provided at entrance and exit points of the storehouse. List of important telephone numbers like Fire brigade, Director office/residence, Registrar office/residence; Security officer should be attached with the telephone.

SPRINKLER AND SAFETY SHOWER SYSTEM: Sprinkler system and safety shower has to be installed inside the storage area and needs to be checked and maintained regularly.

FIRE HYDRANT SYSTEM AND PROVISION FOR SAND BUCKETS: 4" Fire hydrant line with continuous flow to be installed both at front and backside of the central store. Sand Buckets should also be placed in front and back of the storehouse.

All safety procedures and instructions are followed in the stores strictly. Time to time safety and fire training has to be given to each employee working in storehouse.



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Sector 67, S.A.S. Nagar (Mohali) Punjab

Breakage Report

Following items have been broken while managing the stores:-

S.No.	Item code	Particular of items	Quantity	Rate (in Rs.)	Reasons in brief

Store Keeper

May kindly see. It will be accounted for while putting the proposal to the SDC for writing off.

S.O. (S&P)

AR (S&P)/
DR (S&P)



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Sector 67, S.A.S. Nagar (Mohali) Punjab

Losses /Wastages Report

Following solvents/chemicals have evaporated/lost during storage and handling:-

S.No.	Item code	Particular of items	Pack size	Quantity lost /evaporated	Rate (in Rs.)

Store Keeper

May kindly see. It will be accounted for while putting the proposal to the SDC for writing off.

S.O. (S&P)

AR (S&P)/
DR (S&P)

FLOW CHART OF RECEIPTS AND ISSUE OF STORES IN NIPER

SUPPLIER



Supply of stores by supplier against valid purchase order forwarded by Invoice/challan

GATE ENTRY

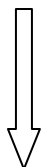


Step(i) Physical checking of incoming stores by Security officials at Security Gate

Step(ii) Entry of Invoice/Challan of supplier in Material Incoming Register maintained at Main Gate

Step(iii) Stamp on reverse of the invoice/challan duly signed by Security personnel in proof of Gate Entry of stores

RECEIPT OF STORES AT NIPER GENERAL STORES



Step(i) Physical verification of incoming stores by Stores Keeper

Step(ii) Matching of Quantity and Quality of incoming stores with Stores copy of purchase order by Store Keeper

Step(iii) Entry to be made in Daily Stock Receipt Register(DMRR) by Store Keeper/DEO

Step(iv) Stamping on reverse of the original Invoice/Challan of supplier as a proof of receipt and acknowledge the receipt on duplicate copy of bill with supplier

Step(v) Prepare inspection note for incoming stores and placement of Stores for inspection by nominated inspection committee's.

INSPECTION OF INCOMING STORES



Step(i) Inspection of incoming stores (both quantity & quality check) by nominated inspection committee members with respect to the ordered material as per valid purchase order.

Step(ii) Remarks for acceptance and rejection of stores by Inspection Committee members

STOCK ENTRY OF INCOMING STORES



Step(i) After acceptance of incoming stores, Store Keeper take the full charge of the same and place the stores in respective rack/bin/location

Step(ii) Stock entry of accepted incoming stores is registered in the Stock Register/Ledger maintained in computer by Data Entry Operator as per the store code/company list provided by the Store Keeper.

Step(iii) For rejected incoming stores, Store keeper prepare Material Rejection Note Cum Outward Gate Pass duly signed by indentor/ inspecting authority routed through SO(S&P) & AR(S&P).

ISSUANCE OF STORES

As per Indentors/users requirement against Issue slip duly signed by user and countersigned by Head of Division posting of issue slip in stock ledger by DEO

