

STORES PROCEDURE

1. The scope of this procedure is to define broadly the functions of various Stores Units under the Directorate of Purchase and Stores.

2. FUNCTIONS:

2.1 The functions of the Stores Units cover: -

- a. Provisioning and indenting of materials commonly used in the various Divisions/ Sections/ Wings of the respective Projects/Units and stocked in Stores.
- b. Receipt and Documentation of materials described in [a] above and those received against direct indents by the Divisions/Sections/Wings.
- c. Storage, Preservation and Safe Custody.
- d. Issue of Materials.
- e. Quantitative accounting of materials and upto date maintenance of relevant records.
- f. Disposal of surplus and unserviceable items.
- g. Clearance of materials received by RAIL/ROAD/POST/AIR.
- h. Hiring of Lorries & Laborers for the movement of materials where necessary.
- i. Engagement of casual laborers where necessary.
- j. Transportation of materials between different Sections/Divisions/Wings.
- k. Dispatch of materials by RAIL/ROAD/AIR.
- l. Repairs to Furniture.
- m. Repairs to Equipments.

3. INDENTING OF MATERIAL:

- 3.1 Indents shall be raised in Form No.DPS/ST/01 [ANNEXURE -1] for all common user items stocked in Stores Units either on the Central Purchase Unit or Regional Purchase Unit depending upon the value of items indented.

- 3.2 The following factors must invariably be taken into consideration while an Indent is raised.

- a. Funds are available for Purchase.
- b. The quantities Indented will not result in over stocking.
- c. Storage facilities are available or whether phased delivery is required.
- d. Type of Packing required.
- e. Shelf life of items.
- f. Whether the items is of Capital nature.

3.3 REPLENISHMENT OF STOCKS:

- 3.3.1 To ensure that adequate stocks of common-user items are available in Stores Unit, each Stores Unit shall fix maximum and minimum for each item in Stock. Indents for replenishment shall be raised by conducting an annual review of the items in Stock.

Form No.DPS/ST/02 [ANNEXURE-2] shall be used for conducting the review. While conducting the review, Stores Unit shall ensure that non-recurring issues, which are to be posted in Stock Cards in red, are not taken into account for working out the consumption figures. However, in the construction stage of a Project, replenishment action should be taken by the Stores Unit in consultation with the Project Authorities so that any addition/deletion in items and increases or decreases in quantities are taken care of. Maximum and minimum levels fixed for each item shall also be reviewed when the annual review is conducted under the provisions of this Para.

3.3.2 To ensure that the Stock levels do not fall below the minimum fixed for each item, care shall be taken to initiate action for raising an ad-hoc indents if it is found that the balance in Stock is about to reach the minimum level, taking into consideration the dues-in, if any at the time of posting an issue voucher in the Stock Card.

3.3.3 The Indent for items other than common user items shall be raised by the users and routed through the Stores Unit for certifying the non-availability or otherwise of the items Indented.

3.3.4 INDENT REGISTER:

3.3.4.1 Indent Register in Form No.DPS/ST/03 [ANNEXURE -3] shall be maintained by the Stores Units for Indents raised.

3.3.5 PROGRESSING OF INDENTS:

3.3.5.1 Progressing of Indents for common user items shall be done by Stores Units while the progressing of Indents for other items [non - common user items] shall be done directly by the Indentors.

4 RECEIPT OF MATERIAL:

4.1 SOURCE OF SUPPLY

4.1.1 The main sources of supply are:

- a) Against Purchase Order placed by the CPU/Regional Purchase Units on
 - i) Indigenous suppliers.
 - ii) Foreign suppliers
- b) Against Cash Purchase by CPU/Regional Purchase Unit/Indentors directly
- c) Items fabricated departmentally.
- d) Surplus Stores returned by Divisions/Sections/Wings.

4.1.1.1 Stores Units shall also receive items returned by Division/ Sections/Wings under the following categories:-

- a) For safe custody.
- b) For repairs.
- c) Components after cannibalization of equipment
- d) Scrap.

4.2 RECEIVING DOCUMENTS:

Supplies received by the Stores Unit shall always be on the strength of a challan or a similar document presented by the suppliers which shall invariably include details of the

supplies such as name of the supplier and their reference, description of the materials, quantities delivered, purchase order number and date or any other authority on which the delivery is made.

4.3 **PROVISIONAL ACCEPTANCE:**

- 4.3.1 All materials received at the Stores Unit shall be checked with the relevant receiving documents after ensuring that the materials are meant for the Stores Unit. The Receiving Section shall accord a provisional receipt affixing a rubber stamp [as per specimen below] on all copies of receiving documents and return one copy of it to the suppliers in token of having received the materials.

Government of India Department of Atomic Energy Directorate of Purchase & Stores <u>STORES UNIT</u>	
Received subject to check of Quantity/Quality/Final Acceptance and also without prejudice to the purchaser's rights under the terms and conditions of contract and subject to the remarks below:	
Date: _____	Sign. _____ Name _____ Designation _____

- 4.3.2 **DIRECT DELIVERY:** Delivery of material shall be made by the suppliers directly to the Divisions/ Sections/ Wings concerned only in case of urgency and where direct delivery is considered desirable. In such an event, however the suppliers shall invariably be required to obtain a receipt for the materials from the consignee in an additional copy of their challan or similar document and forward it to the Stores Unit as normally stipulated in the Purchase Order in such cases. The copy of the receiving documents retained by the receiving Division/ Sections/ Wings shall also be sent to the Stores Unit as an additional precaution to link up the receipt. Stores Units shall ensure that the normal receipt procedure including entry in the relevant Stock Card is followed in such cases.

- 4.3.3 In case of materials received through Transporting/Clearing Agents a stamp worded as follows shall be used.

Government of India Department of Atomic Energy Directorate of Purchase & Stores <u>STORES UNIT</u>	
1. Received the pkg/material subject to remarks below 2. Materials unloaded by C/A/departmentally	
Remarks: _____	
Date _____	Sign. _____ Name _____ Desgn. _____

- 4.4 **REGISTRATION OF RECEIPTS:** All receipts shall be entered in the Goods Receipt Register Form No.DPS/ST/04 [ANNEXURE-4] immediately on receipt and the corresponding serial number in the GR Register entered on the Challan. For receipt by Rail/Road/Post/Air, the GR Register shall be maintained in Form No.DPS/ST/05 [ANNEXURE - 5]

4.5 **INSPECTION:**

- 4.5.1 On receipt of materials in the Receiving Section, the Store Keeper shall link the Challan with the Purchase Order and check correctness of the quantities and also see whether there is any visual damage.
- 4.5.2 The supplies after the initial check by the Store Keeper, receiving Section shall be passed on to the Inspection Section. The Technical Inspector shall inspect the supplies and ensure that they are in conformity with the purchase order specification. Where Technical Inspectors are not posted, the inspection shall be carried out under the arrangements made by Unit/Project Authorities. In case of items needing further test, assistance of the Indenting Division/Sections/Wings shall be sought.
- 4.5.3 The items of capital nature, which are required to be tested functionally, shall be forwarded by the Receiving Section, after necessary check and inspection to the extent possible to the Indenting Officer along with a functional report, Form No.DPS/ST/06 [ANNEXURE-6]
- 4.5.4 Where final acceptance of equipment is likely to be delayed for one reason or the other, the Stores Unit shall complete and forward to the Indenting Officer Form No.DPS/ST/07 [ANNEXURE-7] and obtain a preliminary inspection report on this form. This shall be in respect of such of those items where preliminary inspection is stipulated on the Purchase Order. A reference to this preliminary report shall invariably be made in the Functional Report at the time of final acceptance of the item.

4.6 **DISCREPANCIES:**

- 4.6.1 Discrepancies are likely to arise due to:

- a. Materials are not conforming to the Purchase Order.
- b. Shortage/Excess.
- c. Breakage/Damage.
- d. Defective material.

- 4.6.2 All discrepancies shall be reported in the Discrepancy Report Form No.DPS/ST/08 [ANNEXURE - 8], a record of which shall be maintained in the Discrepancy Report Register Form No.DPS/ST/9 [ANNEXURE-9]. The Discrepancy Report shall bear the same number as allotted for each entry in the DR Register. The distribution of copies of the DR shall be as indicated in the DR Form.

- 4.6.3 In case of damage to materials received by Road/Rail/Post/Air, a formal claim shall be lodged by the Stores Unit on the Carriers/Underwriters and the Accounts Officer

concerned shall progress the claim till final settlement on the strength of a copy endorsed to him by the Stores Unit. However, the discrepancies in respect of imported consignments shall be reported to the Central Purchase Unit for lodging necessary claim and progressing these till finalization.

4.6.4 **DISPOSAL OF DISCREPANT ITEMS**: All discrepant items shall normally be returned to the suppliers. The items not taken back by the suppliers shall be disposed off in the manner specifically decided upon in each case by Director, Purchase & Stores, DPS.

4.6.5 Externally damaged packages and parcels shall be cleared or accepted only after the following formalities are completed:

- a) RAIL/ROAD : On open delivery basis.
- b) SEA CONSIGNMENT [INLAND] : On ship/Insurance Survey.
- c) AIR FREIGHT CONSIGNMENT : On open delivery basis [INLAND]
- d) AIR/POST PARCEL [INLAND] : On delivery basis and on obtaining necessary inventory certificate from the Postal Authorities.
- e) ALL IMPORTED CONSIGNMENT : Necessary formalities to be followed by the Central Purchase Unit

4.7 **ACCEPTANCE**:

4.7.1 The Receiving Section shall prepare a receiving voucher in Form No.DPS/ST/10 [ANNEXURE-10] when the supplies are in accordance with the Purchase Order and on the strength of FTRs where necessary.

4.7.2 **PROCESSING AND ROUTING OF STORES RECEIVING VOUCHER**:

- a. Stores Unit shall prepare the Receiving Voucher in Seven [7] copies
- b. The Receiving Section shall retain the Seventh copy as the Book Copy.
- c. The Sixth Copy shall be Purchase Unit Copy.
- d. The Fifth Copy shall be Gate Pass/USI Copy.
- e. The First, Second, Third and Fourth copies shall be sent to Stock Groups/ Divisional Stores along with the materials.
- f. Stock Group/Divisional Store on acceptance of the materials shall return the first, second and fourth copies duly receipted to the Receiving Section retaining the third copy.
- g. Receiving Section shall retain the Second copy and forward the first copy to Account Officer concerned after obtaining signature by the Assistant Stores Officer, Receiving Section.
- h. The fourth copy shall be forwarded to Cost Accounts Section wherever applicable.
- i. Stock Group shall bin the materials, enter the receipts in the Bin Cards and forward the third copy to Stock Control Section indicating the Bin Card Balance and location in the copy for posting the receipts.
- j. FLOW CHART:

Accounts Officer Concerned	Receipt Section	Stock Control	Costing Copy	Gate Pass/ USI Copy	Purchase Copy	Book Copy
1	2	3	4	5	6	7

4.8 EXCESS/SHORT SUPPLY:

- 4.8.1 All supplies made by the supplier against purchase order shall be exactly in accordance with the quantities stipulated in the orders. In exceptional cases, however, excess/short supply to the extent indicated in Para 4.8.2 and 4.8.3 below may be accepted by Stores Unit.
- 4.8.2 Excess supply, if tendered by the suppliers, may be accepted without a formal amendment to Purchase Order upto a maximum of 10% over the total quantity or Rs.50,000 over the total Purchase Order value of the items whichever is lower in terms of cost. Any quantities in excess of the above limit may be accepted subject to prior approval of the Director, Purchase & Stores.
- 4.8.3 In case of short supply, order may be deemed completed provided the supply made is deficient only by a margin upto 10% in quantity or Rs.50,000/= in value of the items whichever is lower in terms of cost.
- 4.8.4 Details of items, which are not in conformity with the specifications but are acceptable with suitable price adjustments, shall be intimated with recommendations of the Indenting Officer to Purchase Units along with the discrepancy Report form for issue of necessary amendment to the Purchase Order if this is contractually feasible. Till the materials are finally accepted by issue of an amendment to the purchase order, these shall not be taken on charge.

4.8.5 ADJUSTMENTS OF DISCREPANCIES FOUND IN STEEL CONSIGNMENTS:

- 4.8.5.1 Discrepancies in Steel Consignments upto +/- 2% are incidental to transaction involving weighment of bulk quantities of Steel Materials and shall therefore be treated in the following manner:
- The actual quantity shown in Invoice / RR shall be taken on charge.
 - Any shortage received upto 2% in each single consignment shall be struck off charge by raising Certified Issue Voucher quoting this Para as authority for such adjustments.
 - When the shortages exceed 2% in each single consignment, the matter shall be thoroughly investigated and the case processed for write off by the Competent Authority.
 - Surplus quantities [i.e. quantity received in excess of the Invoice/RR] shall be taken on charge by means of Certified Receipt Vouchers, quoting this Para as authority for the adjustments.
 - The consignment in respect of which theft/pilferage is suspected and open delivery is asked for from the carriers at the time of clearance, normal action as per rules shall be taken.
- 4.8.5.2 The Receiving Stores Unit shall compile a statement showing Surpluses and Shortages in terms of quantity as well as value in Steel consignments received during each financial year and submit the same to the Director, P&S, by the 30th April each year.

4.9 RECEIPT CONTROL REGISTER:

4.9.1 All Receipt Vouchers shall be controlled in a Receipt Voucher Control Register in Form No.DPS/ST/11 [ANNEXURE-11]

4.10 **CAPITAL, FURNITURE AND FIXTURE ITEMS:**

4.10.1 On final acceptance, each item of capital nature and Furniture and Fixture shall be allotted a serial number from a Register maintained for the purpose in Form No.DPS/ST/12 [ANNEXURE -12] The number shall be painted at two prominent places on the item

4.10.2 All the capital and Furniture & Fixture items shall be entered item-wise in a loose leaf ledger in Form No.DPS/ST/13[ANNEXURE-13]

4.10.3 Items of Capital equipment and Furniture & Fixture procured for stock shall be accounted for in the Stock Card. Such items shall be allotted a number as required under Para 4.10.1 only when these are issued to Divisions Sections/ Wings.

4.10.4 Items of capital equipment and furniture returned by Divisions/Sections/Wings as surplus, obsolete etc shall be accounted for in the Stock Card in Form No.DPS/ST/14 [ANNEX - 14] maintained separately for the purpose.

4.10.5 Before an item of capital equipment/F&F fabricated in the Division/ Sections/ Wings of Unit/Project is issued by them to the Indenting Division/ Section/ Wings, the Divisions/Sections/Wings concerned shall forward to Stores Unit a Challan showing the details of the equipment, the name of Indenting Officer/Division/Section/Wing etc. The Stores Unit shall on receipt of the Challan raise a RV, allot and paint the equipment number and forward RV to the Indenting Division/Section/Wings along with the equipment for further action in the normal manner. No such item shall be issued to the Indenting Division/ Section/Wings before these formalities are compiled with:

4.11 **RETURNABLE EMPTIES:** A record of returnable empties such as barrels, drums, jars, carboys etc. shall be kept in Stock Card separately maintained for the purpose and periodically reviewed to ensure prompt return of empties, where necessary. Form No.DPS/ST/15 [ANNEXURE - 15] shall be used for this purpose.

4.12 **CASH PURCHASE MADE BY PURCHASE UNIT:**

4.12.1 Materials cash purchased by the Purchase Unit against Indents raised by the Stores Unit shall be received by the Stock Group concerned on a RV raised by the Purchase Unit. Stores Unit Stock Group, on receipt of materials shall have these items inspected where necessary, and sign all the copies of the RV & return these to the Purchase Unit retaining a copy for further action. Discrepancy if any in the items cash purchased shall be intimated to the Purchase Unit within 24Hours of their receipt.

4.12.2 Materials cash purchased against Indents raised by Divisions/Section/Wing shall be handed over to the Indentor with copies of RVs raised by Purchase Unit. If the materials are found acceptable on inspection by the Indenting Officer, he shall sign all the copies of RV and return the same to Purchase Unit retaining one copy for his record. Purchase Unit shall hand-over a copy of the receipted RV to Stores Unit for accounting action.

- 4.13 **RETURN OF SURPLUS MATERIALS:** All items of Stores finally found surplus by Division/Section/Wings including obsolete, obsolescent items etc. shall be returned to Stores Unit on a Credit Voucher in Form No.DPS/ST/16 [ANNEXURE - 16] along with proforma referred to in Para 7.3.2.1 [d]. All such items shall be taken on charge by the Stores Unit on Disposal Stock Cards in Form No.DPS/ST/14 [ANNEXURE - 14] maintained for this purpose. Stores Unit shall ensure that copies of Credit Vouchers pertaining to the item returned by the Divisions/Sections/Wings are endorsed to the Accounts Officers concerned for necessary accounts adjustments wherever necessary.
- 4.14 **RETRIEVED COMPONENTS:** Components retrieved from unserviceable equipments on the basis of recommendations by Salvage Board shall be brought on charge by the Stores Unit in separate Stock Cards unless such items can be merged with regular stock items
- 4.15 **SCRAP:**
- 4.15.1 Stores Unit shall receive all kinds of scrap from Divisions/ Sections/Wings. The Stores Unit shall keep an account of all scrap items in Stock Card separately maintained for this purpose and shall arrange their disposal in terms of Para 7.3.4.
- 4.16 **SAFE CUSTODY OF STORES:**
- 4.16.1 The items of Stores handed over by the Divisions/Sections/Wings to Stores Unit for purpose of safe custody shall be accompanied by a Material Dispatch Note in Form No.DPS/ST/17 [ANNEXURE-17] The Divisions/Sections/Wings concerned shall arrange proper packing and numbering of package before handing over these for safe custody unless such materials cannot be packed or bundled due to their nature.
- 4.16.2 Stores Unit shall maintain a Division-wise Register in Form No DPS/ST/18 [ANNEXURE-18] for all packages handed over for safe custody. Return of packages shall be recorded on this Register Stores Unit shall be responsible only for safe custody of these packages and not for their contents. It shall be the responsibility of the Divisions/Sections/Wings concerned to:
- Review the items handed over to the Stores Unit for Safe Custody shall be carried out normally once a year or more frequently depending upon the nature of the item.
 - Ensure that the contents of the package handed over do not deteriorate in Storage.
- 4.17 **INWARD LOAN REGISTER:** All items received on loan basis by the Department shall be treated as receipts and all receipt formalities as per procedure shall be completed. In addition, an Inward Loan Register in Form No.DPS/ST/29 [ANNEXURE-29] shall be maintained to watch return of the items received by the Department on Loan Basis. The Stores Unit shall ensure that the items taken on loan are returned on the expiry of the loan period.

5 **ISSUE OF MATERIALS:**

5.1 **REQUISITION CUM ISSUE VOUCHER [RCIV]:**

- 5.1.1 Material shall be issued against REQUISITION CUM ISSUE VOUCHER in Form No.DPS/ST/19 [ANNEXURE-19] to be presented to Stores Unit by the Demanding

Division/Section/Wing duly signed by the authorized personnel. RCIV shall be written legibly with a Ball Point Pen or Copying Pencil or using indelible Ink by carbon process and shall be filled up carefully. If there is any space left after writing the requisition a double line shall be drawn diagonally across the blank space. Any correction in the requisition shall also be attested by the office competent to raise the requisition. No over-writing/erasure shall be made.

5.1.2 On receipt of an RCIV in Stores Unit, Stock Control Section shall scrutinize it to ensure that:

- a. The voucher is complete in all respect & has been prepared properly in accordance with the instructions contained in Para 5.1.1.
- b. The voucher has been signed by a person authorized for drawl of stores by the Heads of the Division/Section/Wings concerned. For this purpose, Heads of Division/Section/Wings concerned shall make available to the Stores Unit a list of persons authorized for drawl of Stores together with their specimen signature.

5.1.3 The Stock Control Section shall allot a serial number to each Voucher from the Issue Control Register date-wise in Form No.DPS/ST/20 [ANNEXURE-20]. If the materials as specified in the requisition are available in stock, the quantity to be actually issued shall be written in column provided for the purpose. No over-writing/erasure shall be made. Corrections shall be countersigned by the Officer authorizing issue. If a requisitioned item is not available in stock, Stock Control Section shall run a line through that the item and mark "NA" against the item and this entry shall also be initialed by the Office-In charge of the Stock Control Section. The voucher shall then be passed on to the Stock Section concerned for issue of the materials duly approved by Assistant Stores Officer.

5.14 PROGRESSING AND ROUTING OF ISSUE VOUCHERS:

- a. The Demanding Divisions/Sections/Wings shall prepare RCIVs in seven copies and forward copies one to six to Stores Unit for drawl of material, retaining seventh copy.
- b. Stock Control Section shall deal with RCIV as per Para 5.1.2 and 5.1.3 and then forward all the six copies to the Stock Group concerned.
- c. Stock Groups shall segregate the materials for issue and obtain the signature of the receiver in all copies of RCIV before handing over the materials. While segregating the materials, the Stockholder shall ensure that the bin cards for the items issued are posted and the balance on the bin cards recorded on the RCIVs.
- d. The materials, thereafter, shall be handed over to the receiver along with 4th & 6th copies of RCIV, 6th copy shall be used as Gate Pass Copy.
- e. Copies 1,2,3 and 5 of RCIV shall then be forwarded to Stock Control Section where the issue shall be posted on the relevant Stock Cards. Copy No.2 shall be retained by Stock Control Section and copies 1 and 3 shall be forwarded to the respective Accounts Section. Copy 5 viz: USI copy shall be forwarded to the concerned Section where necessary.

f. FLOW CHARTS:

Priced Ledger copy	Stores Copy	Costing Copy	Division/ Section Copy	USI Copy	Gate Pass Copy	Book Copy
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1	2	3	4	5	6	7
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5.1.4.1 PROGRESSING AND ROUTING OF ISSUE VOUCHERS WHEN MATERIALS ARE DELIVERED BY STORES UNITS:

- a. Where the materials against RCIV are required to be delivered to the Divisions/ Sections/Wings, Stock Group shall segregate the materials for issue and forward the 1st copy to the Stock Control Section after posting the bin cards and recording the balances after issues. 1st copy shall be used for the purpose of posting on the Stock Card by Stock Control Section.
- b. Stock Group shall hand over the materials segregated for delivery to the Divisions/ Section/Wings concerned along with 2nd, 3rd, 4th, 5th & 6th copy shall be used as the Gate Pass Copy.
- c. Divisions/Sections/Wings shall return the 2nd, 3rd and 5th Copies of the RCIV duly receipted to the Stock Control Section. 4th copy shall be retained by the Division/Section/Wings for their record.
- d. Stock Control Section shall retain the 2nd copy and forward third copy to Accounts and 5th copy to the section concerned where necessary. If, however, any discrepancies are noticed between receipted copy and first copy already in the possession of Stock Control Section, this shall be immediately brought to the notice of Assistant Stores Officer for necessary investigation. The distribution of various copies shall be effected only after the discrepancies are settled.
- e. **FLOW CHART:**

Stock Control Copy	Central Stores Copy	Costing Copy	Divisional Copy	USI Copy	Gate Pass Copy	Book Copy
1	2	3	4	5	6	7

- 5.2 If material covered by an RCIV cannot be issued for any reason an intimation shall be sent to the Division/Section/Wing concerned in Form No.DPS/ST/21 [ANNEXURE-21]

5.3. FREE ISSUE MATERIALS:

- 5.3.1 Free Issue Materials [FIM] mean and comprise of all materials, components or any items of stores to be issued as part of Department's contractual obligations to the Fabricators or companies [hereinafter called CONTRACTOR] with whom fabrication contract [hereinafter called CONTRACT] has been entered into by the Purchase Units of the Directorate of Purchase and Stores.
- 5.3.2 The Contract will generally stipulate the description and quantity of Free Issue Material and terms and conditions under which these are to be delivered to the Contractor.
- 5.3.3 The Purchase Unit shall obtain an Insurance Policy or such other appropriate safeguard towards the value of the FIM covering all the risks and the Stores Unit shall issue such FIM to the Contractor only after getting a written confirmation from the Purchase Unit

to the effect that necessary Insurance Policy or other appropriate safeguard has been obtained from the Contractor.

5.3.4 DELIVERY OF FREE ISSUE MATERIALS:

5.3.4.1 Free Issue Materials will be issued by the Stores Unit to the Contractor on receipt of written authorization from the Indenting Officer/Engineer concerned in the Project/Unit, following the normal issue procedure and as per the terms and conditions stipulated in the Contract. The Engineer/Indenting Officer concerned in the Project/ Units, while authorizing such issues, will take into account the progress of work and all related factors to ensure that only such quantities of Free Issue Materials as are necessary for uninterrupted progress of work are released to the Contractor.

5.3.5 PREPARATION OF ISSUE VOUCHERS AND DISTRIBUTION:

5.3.5.1 All Free Issue Materials shall be issued on RCIV indicating the following additional details:-

- a. The name of the fabrication Contractor.
- b. Fabrication Contract Number.
- c. Reference No. of the Fabrication Contractor if any.
- d. Delivery/Dispatch details [LR/RR/MD Note No. Etc.]

5.3.5.2 On all Issue Vouchers relating to Free Issue Materials a bold rubber stamp reading "FREE ISSUE MATERIALS" shall be affixed.

5.3.5.3 The Stores Unit shall obtain an acknowledgement from the Contractor in token of having received the Free Issue Materials on a copy of the Issue Voucher.

5.3.5.4 Distribution of RCIV shall be as follows:

- a. Two copies to the Contractor. One copy shall be returned back by the Contractor duly acknowledged.
- b. One copy for posting in the Stock Card.
- c. One copy in the Fabrication Order File.
- d. One copy to Cost Accounts Section in the Project/Unit.
- e. One copy to Engineer/Indenting Officer concerned.
- f. One copy to the parent Stores Unit, if issues are made from other Stores Units.

5.3.6 ACCOUNTING OF LEFT OVER MATERIALS AND SCRAP:

5.3.6.1 On completion of Fabrication work, while the finished goods will be received by the Stores Unit stipulated in the Contract the left over materials and scrap arising, if any shall normally be received by the parent Stores Unit.

5.3.6.2 The balance left over serviceable material and scrap arising returned to the Store Unit by the Contractor shall be received and accounted for on CREDIT Vouchers separately. While the serviceable items shall be merged with the Stock, the Scrap shall be disposed off following the normal disposal procedure.

5.3.6.3 The Engineer concerned will render assistance to the Stores Unit in identification and determining the serviceability or otherwise of the left over material returned by the

contractor. The left over serviceable materials shall be taken on charge on Credit Voucher only on the basis of a certificate issued by him.

5.3.6.4 While filling up the columns in the Credit Vouchers, the name and address of the Contractor, Contract No. & Date and Delivery Note/Challan No. and date should be indicated.

5.3.6.5 Distribution of Credit Voucher shall be as follows: -

- a. One copy to Cost Accounts Section in the Project/Unit.
- b. One copy to Posting Section.
- c. One copy to Fabrication Order File.
- d. One copy to Engineer concerned.
- e. One copy to parent Stores Unit, if the issues are made from other Stores Unit.

5.3.7 **MAINTENANCE OF RECORDS OF FREE ISSUE MATERIALS:** A record of Free Issue Materials shall be maintained by the Stores Unit Contract-wise and Fabrication Contractor-wise in Form No.DPS/ST/32 [ANNEXURE - 32]

5.3.7.1 The Stores Unit attached to the respective Projects/Constituent Units of DAE shall be responsible for maintenance of complete against Fabrication Contracts. To enable this, if issues are made from Stores Units other than the Stores Unit attached to the Indenting Project/Unit, details of such issues shall be furnished to the parent Stores Unit along with the copies of Vouchers.

5.3.8 **FINALISATION OF FREE ISSUE MATERIAL ACCOUNT:**

5.3.8.1 Before final payment in respect of a contract released to the Contractor, a certificate as shown in Annexure XXXIII shall be forwarded by the Engineer concerned to the Paying Authority. A copy of the certificate each will also be endorsed to the parent Stores Unit and Purchase Unit.

5.3.9 In respect of " WORKS CONTRACT " where accounting of materials issued to the Contractors is done as per CPWD Procedures by the concerned construction agencies in the Projects/Units, the Stores Unit concerned will make issues of materials to the Contractors, on receipt of authorization from the normal Stores Issue procedure. Further accounting and securing safeguards for the material will be the responsibility of the respective contracting agencies who are required to follow procedures prescribed for the purpose.

5.4 **ISSUE OF ITEMS ON PAYMENT BASIS:**

5.4.1 Issue of materials on payment basis to Contractors or outside organizations shall be made by the Stores Unit only against a written authorization from the Competent Authority. Such issues shall be regularized by the Stores Unit by raising RCIVs.

5.4.2 On all Issue Vouchers relating to such issues a bold Rubber Stamp "**PAYMENT ISSUE**" shall be affixed.

5.4.3 The cost at which such issues are to be made will be determined by the Internal Financial Advisers or the Head of the Accounts Units of the respective Project/Units and the

details will be communicated to the Paying Authority stipulated in the contract for effecting recovery.

5.4.4 The Accounts Unit shall recover the cost of the items from the Contractor.

6. ACCOUNTING OF MATERIALS AND MAINTENANCE OF RECORD:

6.1 STOCK CARDS:

6.1.1 Stores Unit shall maintain quantitative accounts of all materials received and issued on stock cards in Form No.DPS/ST/15, [ANNEXURE - 15]

6.1.2 Stock Control Section shall maintain an Index of all stock cards. Any deletion of entries from the Index Register shall be initialed by the officer concerned.

6.1.3 All Stock Cards including continuation cards shall be attested by the officer concerned when the first entry in the Stock Card is made.

6.1.4 Not more than one stock card shall be maintained for an item. If it is detected that more than one stock card has been opened for an item, the balance, if any in the Stock Card opened subsequently shall be transferred to the original stock card on a Transfer Voucher in Form No.DPS/ST/22 [ANNEXURE - 22]

6.1.5 In addition to the Stock Cards maintained by the Stock Control Group for stock items, Stores Unit shall maintain separate series of stock cards for: -

- a. Surplus materials returned by the Divisions/Sections/Wings in terms of Para 4.1.1 [d]
- b. Components retrieved from unserviceable equipments in terms of Para 4.1.1 [c]
- c. Scrap materials in terms of Para 4.1.1.1 [d]
- d. Returnable empties in terms of Para 4.11

6.1.6 In addition to transactions of receipts and issues, stock cards of main stock also provide for recording:-

- a. Details of dues-in.
- b. Details of reservations.
- c. Purchase Order rate of the items.
- d. Monthly consumption figures, maximum and minimum for purpose of provisioning.
- e. Substitute items that can be offered in lieu.
- f. Obsolete and Obsolescent Items.

6.2 BIN CARDS:

6.2.1 Bin Cards for all items held in Stock shall be maintained by the Stock Groups in Form No.DPS/ST/23 [ANNEXURE-23]. Bin Cards shall be placed along with the materials and in respect of yard for identification of each material. Stock Groups shall maintain a Group wise Location Index Register.

6.3 LOCATION OF STOCKS:

ए.जी.व्ही. पिल्लै / A.G.V. PILLAI
सहायक भंडार अधिकारी / Asst. Stores Officer
क्र.म.नि./D.P.S.
परमाणु ऊर्जा विभाग / Dept. of Atomic Energy
भारत सरकार / Government of India
मुंबई-400 085 / Mumbai-400 085.

- 6.3.1 Location of items shall be recorded on Bin Cards, Stock Cards and Location Index Register.

6.4 **OUTWARD LOAN REGISTER:**

- 6.4.1 All items issued on loan basis to other Projects/Constituent Units of the DAE and outside organizations shall be considered as a normal issue and all formalities of issue shall be completed as per this procedure. Besides, all items issued from the Department on loan shall be entered in OUTWARD LOAN REGISTER in Form No.DPS/ST/30 [ANNEXURE -30]. The Stores Unit shall watch the return of the items issued on loan by a review of the outward loan register at least once in Six Months.

7 **SALVAGE, REPAIRS & DISPOSALS:**

7.1 **SALVAGE:**

- 7.1.1 All items of Capital nature and Furniture & Fixture considered unserviceable by Divisions/Sections/Wings shall be returned to Stores Unit on Credit Voucher. On receipt of these items Stores Unit shall initiate action to refer these items to the respective Salvage Board concerned shall in consultation with the representative of the Divisions/Sections/Wings concerned determine the serviceability or otherwise of the item. Such of those items considered by the Salvage Board as SCRAP shall be disposed off by Stores Unit after obtaining appropriate SANCTION in Form No.DPS/ST/24 [ANNEXURE -24]. Division/Section/ Wings shall however refer unserviceable items of non-consumable nature to an ad-hoc committee appointed by the Head of the Division concerned instead of the Salvage Board for survey and appropriate decision.

- 7.2 **REPAIRS:** Repairs to items, where necessary, shall be arranged by the Divisions/Sections/Wings concerned in one of the following methods:-

- a. Directly in the respective Div./Sec/Wings itself or through an outside agency.
- b. Through the Purchase Unit.
- c. Through Stores Unit in respect of items for which repairing responsibility is entrusted to it, e.g.: recanning of chair etc

7.3 **DISPOSAL:**

7.3.1 **ANNUAL REVIEW TO DETERMINE SURPLUSES:**

- 7.3.1.1 Stores Unit shall carry out in the beginning of every financial year a review of all items held in Stock. If it is found that there have been no demands against an item for a period of two years or if the issues during the previous two years have been very small as compared to the Stock, balance of such an item may be considered as "SURPLUS" Form No.DPS/ST/25 [ANNEXURE-25] shall be used for the review. This proforma shall be prepared in quadruplicate taking care in filling in column No.7 to indicate clearly if the item is of imported nature. Column No.9 of the proforma shall be left unfilled and three copies shall be submitted to the Head of the Divisions/Sections/Wings for his recommendations about the quantity to be declared as surplus against each item in column No.9 of the proforma. On receipt of this proforma in the Stock Control Section

one copy of the proforma shall be forwarded to the Disposal Section for further disposal action.

7.3.1.1.1 In respect of SPARES held on charge by the Stores Unit for Operation and Maintenance of Plants/Machinery/Equipment, the review envisaged in Para 7.3.1.1 above need to be conducted only once in 3 Years. This is for the reason that it is essential to hold adequate stocks of spares though there may not be regular demands. The basis of determining surplus of the items will be recommendations of the Head of the Divisions/Sections/Wings.

7.3.1.2 In respect of common stock items, Stock Control Section of Stores Unit shall, at the time of annual review replenishment deal with the surplus items as per Para 7.3.1.1, Form No.DPS/ST/25 [ANNEXURE-25] shall however be filled up only in respect of final surpluses.

7.3.1.3 In respect of perishable items/items with short shelf life, a review as per Para 7.1.1.1 shall be conducted in six months. For this purpose, each Stores Unit shall identify and list out such of those items in their stocks, which will fall under this category. In this review, any item for which there has been no demand for a period of six months shall be treated as SURPLUS.

7.3.2 DISPOSAL ACTION:

7.3.2.1 On receipt of the proforma in respect of the items declared as Surplus, the following disposal action shall be taken:

- a. Ascertain the possibility of absorbing any of the items declared as surplus in main stock of the Stores Unit and arrange transfer/issue of such items.
- b. After ascertaining the possibility of absorbing surplus items in main stocks, rest of the items declared as surplus by the Divisions/Sections/Wings shall be circulated to all the Divisions/Sections/Wings of the particular Unit and also to all the constituent units of D.A.E to ascertain if any of the surplus items are required by them. Demands from the Divisions/Sections/Wings of the particular unit and the constituent units of the DAE received against the circular shall be met by arranging issues of the requirements directly.
- c. Copies of the circulars issued under (b) above shall be endorsed to the Purchase Units to enable them to meet the demands for items included in the surplus list against Indents received by them. If the Indenting Divisions/ Sections/ Wings accept the suggestion of the Purchase Unit for diversion of their requirements from the surpluses indicated, intimation shall be sent to the Stores Unit for transfer/issue of such items.
- d. Heads of Divisions/Sections/Wings shall be asked to furnish the requisite details / certificates in the proforma in Form No.DPS/ST/26 [ANNEXURE-26] in respect of such of those items for which no demands are received from the Division/Section/Wings of the particular Unit or the constituent Units of DAE and forward the materials to the Stores Unit concerned on Credit Vouchers. There after these items shall be listed group-wise and forwarded to the Director General of Supplies & Disposals, New Delhi for circulation amongst the Govt./Semi-Govt.

Dept/PSU. It shall be made clear in the intimation to the DGS&D that the demands against the list of surplus items circulated shall be entertained only if these are received within a period of SIX MONTHS from the date of intimation of the surpluses. If demands from any of Government Agencies are received on the basis of the circular that may be issued by the DGS&D, a proposal for issue of these items shall be submitted to the Director, P&S for settlement on the terms of release of the items to the Indenting Agencies. After a final decision is taken on the terms of release of these items to the Government Agencies, Stores Unit shall arrange for issue of these items through DGS&D.

7.3.3 PRODEDURE FOR DISPOSAL OF FINAL SURPLUS:

7.3.3.1 All items of surplus stores, which are not issued to either the Division/Section/ Wings of particular Unit/Constituent Units of the DAE or an outside Governmental agency through the DGS&D, shall be treated as " FINAL SURPLUS ".

7.3.3.2 Items of Stores falling under the category of "FINAL SURPLUS" shall be disposed of directly by the Stores Unit to the extent of powers delegated for the purpose in any one of the following manner:-

- a. By issue of Public Tender, or
- b. By inviting Limited Tender.

The method of disposal, i.e.: by Public Tender or Limited Tender shall be determined depending upon the nature and value of the items proposed to be disposed of on each occasion. The Stores Unit shall submit a proposal suggesting the method of disposal bringing out all the requisite details and action for inviting tenders shall be taken only after obtaining the specific approval of Director, Purchase & Stores.

7.3.3.3 If the value of "FINAL SURPLUSES" proposed to be disposed of on a single occasion exceeds the powers delegated, surpluses shall be reported to the DGS&D for initiating action for disposal by them.

7.3.3.4 VALUATION OF SURPLUSES AND TERMS OF DELIVERY:

7.3.3.4.1 All final surpluses shall be referred to a **SURVEY COMMITTEE** appointed by the Competent Authority for the purpose of fixing reserve price taking into consideration the purchase price, market price at the time of disposal, the condition of the materials, etc.

7.3.3.4.2 The reserve price fixed by the Survey Committee shall be for delivery on " AS IS WHERE IS " basis.

7.3.3.4.3 The final surpluses shall not be disposed of below the reserve price fixed by the Survey Committee. If, in spite of tendering twice, the bids received are found to be lower than the reserve price, such items shall once again be referred to the Survey Committee for their recommendations, which shall be placed before the Competent Authority for a suitable decision.

7.3.4 Wherever final surpluses are actually delivered to a private agency on the basis of a tender, etc. it shall be necessary for an Officer of the appropriate status of the Stores Unit and a representative of the Security not below the rank of an Assistant Security Officer to be present at the time of delivery.

7.3.5 **DISPOSAL OF SCRAP AND UNSERVICEABLE ITEMS:** Scrap item shall be disposed of by inviting sale tenders valid for a period of time as approved by the Director, P&S.

7.3.6 **DISPOSAL OF CONTAMINATED ITEMS:**

7.3.6.1 Division/Section/Wings having items of Stores which are contaminated shall refer these items to the Health Physics Authorities to determine:

- a. Whether the contamination is beyond the permissible limit.
- b. Their recommendations for disposal of the items.

7.3.6.2 Such of those items which are declared, as "ACTIVE WASTE" shall be disposed of in the manner decided upon in each case by the concerned authority.

7.3.6.3 Items of Stores declared, as "ACTIVE WASTE" shall be issued directly by the Division/Section/Wings to the Waste Disposal Squad on an Issue Voucher. In respect of items of capital equipment/F&F however, Division/Section/Wings shall forward a Credit Voucher along with a copy of the Issue Voucher duly receipted by the Waste Disposal Squad and the proforma in Form No.DPS/ST/24 [ANNEXURE-24].

8 **STOCK VERIFICATION:**

8.1 **INTERNAL VERIFICATION:** ———

8.1.1 The following checks shall be exercised with a view to reconcile the physical stocks with the stock card balances on a continuous basis.

- a) The Stock holder shall personally tally the physical balances of at least twenty five items every week with the Stock card balances, reconcile the discrepancy, if any and submit a report to the Officer In charge, Stock Groups. Form No.DPS/ST/27 [ANNEXURE -27] shall be used for this purpose. In respect of items such as steel etc. where verification is not feasible, the stockholder shall go round the Stacks at least once in a week to ensure that the stack hasn't been tampered with by observing the markings on the stack etc. Cases of doubt shall be reported to the Stores Officer/OIC for further necessary action.

- b) Officer In charge of the Stock Group shall check at least ten items a week and maintain a record of such verification.

8.1.2 All cases of damage/deterioration of materials noticed during the physical verification or otherwise shall be reported immediately to the Officer In charge for further necessary action.

8.2 **STOCK VERIFICATION:**

8.2.1 Stock Verification shall be conducted by an independent team reporting directly to the Director, P&S. The periodicity of verification shall be as under.

- a) Consumable items except mild steel items once in two years.
- b) Capital and F&F items once in three years.
- c) Valuable and precious metals and metal wares viz: Platinum, Gold and Silver once in six months.
- d) Mild Steel items once in five years or on completion of Projects in respect of Project Stores in the manner stipulated in Para 8.2.5 below.

8.2.2 The following procedures shall be adopted for verification:

- a) Officer In Charge of the Stock Group shall be responsible for obtaining the program for verification & the sequence in which the verification is proposed to be taken up by the Verification Team and make available all facilities for the purpose of verification.
- b) Stores Unit shall send intimation to the Division/Sections/Wings sufficiently in advance after ascertaining the programme for the Stock Verification from the Verification Team to enable the Division/ Section/ Wing to draw their requirements to cover the period during which issues may not be possible while the verification is on.
- c) All postings shall be brought upto-date and a certificate furnished to this effect to the verification team before actual commencement of verification.
- d) Stockholder shall certify after verification of a Group is completed by the verification team, that all the items in the Group have been verified.
- e) After the balance is struck, any authorized adjustment entries necessitated against unposted transactions shall be made in the blank lines left for this purpose above the closing red lines.
- f) On receipt of a copy of the verification sheet from the Verification Team, immediately after the verification Stockholder shall, within two working days explain the discrepancies to the Stock Verification Team to enable rectification of simple clerical errors etc. so that only genuine discrepancies are reflected in the final stock verification report.
- g) On receipt of the final report from the verification team, the following action shall be taken: -
 - 1) Verification Reports shall be scrutinized with reference to the discrepancies and necessary action for reconciliation/ adjustments/write off action initiated.
 - i) All surplus and deficiencies of item of similar nature under the same generic heading shall be set off against each other by raising necessary provisional transfer vouchers.
 - ii) The final surpluses shall be taken on charge by raising provisional certified receipt vouchers.
 - iii) All final deficiencies shall be struck off charge by raising provisional certified issue vouchers.

- iv) The above provisional adjustment shall be finalized on receipt of the necessary approval from the Competent Authority. (A register reflecting the entire write off sanctions etc. shall be maintained.
- 2) Items reported; as slow moving shall be dealt with in accordance with the normal procedure.
- 3) All other aspects of the report shall be examined carefully and suitable action taken.

8.2.3 VERIFICATION OF PRECIOUS METALS/METAL WARES:

Verification of precious metals and metal wares viz: Platinum, Gold and Silver shall be conducted twice in a year, once by the regular verification officer and the other by an independent officer nominated by Director, P&S; the gap between the two verification shall not exceed six months.

In addition to the above, the verification of these items shall also be carried out wherever the Stock holding officer proceeds on earned leave, transfer or on retirement. A copy of the verification report shall be forwarded to Director, P&S.

8.2.4 CAPITAL AND FURNITURE / FIXTURE ITEMS:

- a. Stores Unit shall initially provide the list of Capital Equipment and F/F Items held by each Division/Section/Wings to OIC Stock Verification and to Division/Section/Wings concerned. For subsequent verifications to the Stores Units shall provide only additions and deletions to the list.
- b. The list shall be scrutinized by Division/Section/Wings for any corrections, which shall be promptly intimated to Stores Units and Officer In charge, Stock Verification for reconciliation of the discrepancies.
- c. The Stock Verification Team with representative of the concerned Division/Section/Wings shall go round each room/Storehouse/Building/Area etc. and record the particulars of the items with numbers. Any items which are without numbers or whose numbers are not legible shall be recorded with detailed location of each item.
- d. When the verification of the entire Division/Section/Wings is completed, the items verified shall be tallied with the list provided earlier and all discrepancies tabulated for reconciliation by the Division/Section/Wing concerned under intimation to Stores Unit.
- e. Items of one Division/Section/Wing held by other Division/Section/Wing shall properly be intimated to owner Div./Section/Wing concerned.

8.2.5 MILD STEEL ITEMS:

8.2.5.1 The verification of " MILD STEEL ITEMS " shall be conducted as follows:-

- a) All heavy sections of mild steel items which are received on theoretical weight basis shall be verified by theoretical weight.
- b) All mild steel items which are received on actual weight shall be verified by actual weight basis.

- c) All mild steel items of Projects shall be verified on completion of Projects on actual weight basis or theoretical weight basis as applicable.

8.2.6 Items of Stores are likely to evaporate or shrink while in Stores e.g. Petrol, Diesel, Volatile Chemicals etc. shall be allowed a margin for evaporation/ shrinkage. The percentage of evaporation/shrinkage allowed in each case shall be decided by the Competent Authority considering the nature of each, when action shall be taken to strike off the charge the shortage within the permissible limit by raising necessary CIVs quoting this Para as authority.

9 **HANDING OVER CHARGE OF STORES:** Whenever a Stock Holder hands over charge to another persons while proceeding on Earned Leave or on Transfer etc. the person taking charge shall be responsible to ensure that at least five percent of the items of Stores are checked. During this check if any discrepancies are noticed, the check may be increased to ten percent or if necessary, hundred percent where the circumstances so warrant. In addition to the items in Stores being taken over, a check of all office records and other articles on charge of the Stock Holder shall also be made. Form No.DPS/ST/31 [ANNEXURE-31] shall be used for this purpose.

10 **OTHER RESPONSIBILITIES OF STORES UNIT:** Stores Unit shall carryout all other items of job specifically entrusted to it by Director, P&S. These may include temporary storage of materials for other Units/Projects under the DAE, arranging shifting/transportation of materials/equipments for the various Division/ Section/Wings of the particular unit and engagement of the requisite labor/hiring of lorries etc.

10.1 Stores Unit may be required to despatch items to out stations in India by Rail/Road/Air. An Outward Dispatch Register in Form No.DPS/ST/28[ANNEXURE-28] shall be maintained for the purpose.

11 **PRICING OF ISSUE VOUCHERS:** In respect of issues made to certain Division/Section/Wing where debits are requested to be raised. Stores shall indicate on the relevant copy of the issue voucher, the rate as reflected on the Stock Cards and forward the same to the Accounts Officer concerned for necessary action.

12 **SECURITY:**

12.1 All items of Stores moving out of the premises of Stores Unit shall be accompanied by a Gate Pass in Form as prescribed by the various Projects/Units.

12.2 No materials shall be dispatched unless accompanied by a covering voucher/document.

12.3 All cases of suspected theft/pilferage shall be reported immediately to the Officer-In charge, Security Officer and the Director, Purchase & Stores.

12.4 Opening/Closing of Sheds/Stores House and storage area shall be done by an authorized person and the procedure laid down for drawl/depositing of keys shall be strictly followed.

12.5 Suitable fire fighting equipment shall be kept in Stores Units in consultation with the Officer In charge, for Fire Fighting.