

Government of India
Department of Atomic Energy

DPS Stores Procedure

Para No	Provision
1	SHORT TITLE AND COMMENCEMENT
	This procedure shall be called “DPS Stores Procedure” and shall come into force immediately and will replace the existing ‘Stores Procedure’.
2	DEFINITIONS In this procedure, unless the context otherwise request- “ Accounts Unit ” means Accounts units under DPS “ Assistant Stores Officer ” means Assistant Stores Officer of DPS “ Bill Of Material ” means details of material, i.e., name, unit, quantity, rate, taxes etc. “ Common User Items ” means material commonly used in the Unit “ Competent Authority ” means authority empowered to give approval “ Condemnation ” means declaring as unfit for use “ Consignment ” means goods in transit “ Contract ” means contract includes purchase order, purchase requisition, work order, service contract, sale order etc. entered into by the department. “ CPWD Procedure ” means the procedure adopted by Central Public Works Department of Govt. Of India “ Delivery Documents ” means documents indicating details of goods and consignments for delivery like <i>challan</i> , consignment note, invoice etc. “ Deputy Director ” means Deputy Director of DPS “ Disposal ” means physical removal of items not required, from departmental premises

	<p>“Division” means Division of any Unit of DAE</p> <p>“DPS” means Directorate of Purchase and Stores, Department of Atomic Energy, Govt. of India</p> <p>“Hazardous Material” means materials which are dangerous to human or environment</p> <p>“Head of the Department” means Head of the Department as defined by DAE in Delegation of Power</p> <p>“Health physics authorities” means any departmental authority recognised as Health Physicist.</p> <p>“Indenting” means intimating the demand of an item with the due approval and in proper format</p> <p>“Material” means any goods received or receivable by Stores Unit including digital goods</p> <p>“Non Recurring Issues” means occasional issue of large quantity which is not a normal phenomenal</p> <p>“Obsolete” means goods not usable due to technological advancement or otherwise</p> <p>“Parent Store” means a Stores Unit attached to indenting division</p> <p>“Pilferable” means items which invite temptation to steal, especially small items</p> <p>“Precious Material” means gold, silver, platinum etc. and items fully or partially made with these.</p> <p>“Provisioning” means identifying the requirement of item with its specification, source of supply, requirement schedule and estimated cost.</p> <p>“Purchase Officer” means Purchase Officer of DPS.</p> <p>“Purchase Order” means contract for material supply issued by any units of DPS.</p> <p>“Purchase Unit” means Purchase Units of DPS</p> <p>“Scrap” means scrap consist of discarded materials, workshop arisings, empty containers, e –waste etc. having commercial value.</p> <p>“Storekeeper” means Storekeeper in DPS.</p> <p>“Stores Officer” means Stores Officer in DPS.</p> <p>“Stores Unit” means Stores Unit of DPS.</p>
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	<p>“Unit” means Unit of DAE</p> <p>“Unserviceable” means materials which are beyond economical repairs</p> <p>“Value” means value in terms of money</p> <p>“Work Order” means contract for material supply and/or service issued by any unit of DAE other than DPS.</p>
3	SCOPE AND FUNCTIONS
3.1	<p>SCOPE</p> <p>The scope of this procedure is to define the functions of Stores Unit under the Directorate of Purchase and Stores, Department of Atomic Energy.</p>
3.2	<p>FUNCTIONS</p> <p>The functions of the Stores Units cover :</p>
3.2.1	Provisioning and indenting of common user items.
3.2.2	Receipt and documentation of material.
3.2.3	Storage and preservation
3.2.4	Issue of material
3.2.5	Quantitative accounting of material and maintenance of relevant records.
3.2.6	Identification and reporting of surplus, obsolete and unserviceable stores and condemnation of vehicles.
3.2.7	Disposal of surplus, obsolete, unserviceable stores, condemned vehicles and scrap material.
3.2.8	Clearance of consignments against order placed by DPS.
3.2.9	Engagement of material handling equipment and facilities for movement of material.
3.2.10	Transportation of material between different Divisions within the Unit.
3.2.11	Despatch of material to outstations.
4	INDENTING OF MATERIAL
4.1	Stores Unit shall raise indents for common user material.

4.2	Indents other than common user material shall be raised by the users after ascertaining availability or otherwise from Stores.
4.3	Indents shall be raised in <u>Form No.DPS/SP/01</u> .
4.4	The following factors shall be taken into consideration while raising an indent:
4.4.1	Prevailing Government policies in procurement, usage and storage of material.
4.4.2	Availability of funds.
4.4.3	Quantities indented will not result in over-stocking.
4.4.4	Storage facilities are available or whether phased deliveries are required.
4.4.5	Readiness of site in case of installation and commissioning.
4.4.6	Type of packing.
4.4.7	Shelf life of material.
4.5	Replenishment Of Stocks
4.5.1	Fixation of levels Stores Unit shall fix maximum, minimum and re-order level for each common stock material to maintain optimum stock.
4.5.2	Periodical Review : The stock shall be reviewed periodically to ensure that inventory level does not fall below the minimum. Form No.DPS/SP/02 shall be used for this purpose.
4.5.2.a	Indents for replenishment shall be raised after review, taking into account of the stock level, consumption pattern, dues in, lead time requirement and expected demand.
4.5.2.b	Indent shall also be raised when stock reaches the re-order level, if required.
4.5.2.c	While conducting the review, non- recurring issues shall not be taken into account for working out the consumption figures.
4.5.3	Review of levels Maximum, Minimum, re-order levels fixed for each material shall also be reviewed when the periodical review is conducted.
4.6	Indent Register
4.6.1	Indent Register in <u>Form No.DPS/SP/03</u> shall be maintained by the Stores Unit.

4.7	Follow up of Indents
4.7.1	Follow up of indents shall be done by the respective Indenters.
5	RECEIPT OF MATERIAL
5.1	Source of Supply :
5.1.1	The main sources of supply are : Against purchase orders placed by the DPS on (i) Indigenous suppliers. (ii) Foreign suppliers.
5.1.2	Against cash purchase.
5.1.3	Material fabricated departmentally or received against work order.
5.1.4	Material received against MoU entered into by the Department.
5.1.5	Material transferred from other Units of DAE.
5.1.6	Stores Unit shall also receive material returned by Divisions under the following categories :
5.1.6.a	Safe custody.
5.1.6.b	Surplus, Unserviceable, Obsolete Material and Condemned Vehicles.
5.1.6.c	Scrap in segregated condition.
5.2	Receiving Documents
5.2.1	Supplies received by the Stores Unit shall be on the strength of a <i>challan</i> or a similar document presented by the supplier.
5.2.2	The document shall indicate name of the supplier, their reference no., contract number and date or any other authority against which the delivery is made with description of the material and delivered quantity.

<p>5.3</p> <p>5.3.1</p>	<p>Provisional Acceptance</p> <p>Material brought to the Stores Unit shall be scrutinized with the relevant receiving documents and ensure that the supply is meant for the Stores Unit and as per the order. On taking delivery, a provisional acceptance shall be given by affixing a rubber stamp as per specimen below, with uniform remarks on all copies of receiving documents, in token of having received the material.</p> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto; padding: 5px;"> <p>STAMP</p> </div> <p>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:</p> <p>Remarks :</p> <p>Signature: _____</p> <p>Name : _____</p> <p>Desgn & Emp No. : _____</p> <p>Date : _____</p>								
<p>5.3.2</p> <p>5.3.2.a</p>	<p>Receipt of material through transport etc.</p> <p>Stores Unit shall maintain Consignment Inward Register (CIR) in Form no. DPS/SP/04 for Incoming Consignment. Details of the consignment shall be recorded in CIR on receipt of Consignee Copy of Despatch Document.</p>								
<p>5.3.2.b</p>	<p>In case of consignment/Parcel despatched through Post, the entry in the Consignment Inward Register shall be made on the basis of intimation received from the supplier.</p>								
<p>5.3.2.c</p>	<p>Where consignee copy of despatch documents is not received in advance, the entry in Consignment Inward Register shall be made on receipt of consignments.</p>								
<p>5.3.2.d</p>	<p>CIR shall be reviewed daily and formal claims shall be preferred immediately, if there is delay in receipt of consignments/ parcel.</p>								
<p>5.3.2.e</p>	<p>Where the material is received through transport, clearing agent, courier etc. a stamp worded as follows shall be used:</p> <div style="text-align: center; margin: 10px 0;"> <p><i>STAMP</i></p> <table border="1" style="margin: 0 auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Vehicle No.</th> <th style="padding: 5px;">Date</th> <th style="padding: 5px;">Time in</th> <th style="padding: 5px;">Time out</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Vehicle No.	Date	Time in	Time out				
Vehicle No.	Date	Time in	Time out						

	<p>Consignment unloaded by Dept./ Transporter / Clearing Agent.</p> <p>Received the consignment subject to remarks below :-</p> <p>Remarks : _____</p> <p>Signature : _____</p> <p>Name : _____</p> <p>Desgn & Emp No. : _____</p> <p>Date : _____</p>
5.3.2.f	In case of consignment received in damaged condition or suspected damage, pilferage, shortage etc., the signature of the driver / carrier's representative shall be obtained just below the stamp, with his name and license number and the case shall be further processed as per <i>para 5.4.2.a</i> .
5.4	Clearance of Damaged Consignment
5.4.1	Packages which are externally damaged or with suspected damage or shortage shall be cleared after the following formalities are completed :
5.4.1.a	Rail / Road - Open Delivery basis.
5.4.1.b	Sea Consignments (Inland) – On insurance survey.
5.4.1.c	Air freight consignments (Inland) – open delivery basis.
5.4.1.d	Air / Post Parcels (inland) etc. – Open Delivery basis and on obtaining necessary Inventory certificate from the postal authorities.
5.4.1.e	All Imported Consignments – Necessary formalities of clearance and transportation shall be undertaken by the Purchase Unit. In case the consignments are received by Stores in externally damaged / suspected damage or shortage, the Store Unit shall make a Provisional Claim with the underwriters, arrange insurance survey and survey report shall be submitted to Purchase Unit. The final claim with underwriters and follow up action shall be carried out by Purchase Unit, till settlement.
5.4.2	Lodging of Claims
5.4.2.a	Stores Unit shall lodge formal claim with the carrier/ underwriter/ suppliers, immediately, for non delivery / short delivery of consignment or material received in damaged condition.

5.4.2.b	<p>Claim Register</p> <p>Stores Unit shall maintain a Claim Register in <u>Form No. DPS/SP/05</u> and review periodically. A claim shall be closed when it is settled. In case of imported consignment, the provisional claim shall be considered as closed from Stores' point of view, when formal claim is lodged by the Purchase Unit.</p>
5.5	<p>Registration of Receipt</p> <p>All receipts including those covered under <i>para 5.3.2.a</i> shall be entered in the Goods Receipt Register <u>Form No. DPS/SP/06</u> immediately. Corresponding GRR number shall be indicated on the Delivery Document.</p>
5.6	<p>Inspection</p>
5.6.1	<p>On receipt of material, Stores Unit shall link the receiving documents with the contract and check correctness of the quantities and record if there is any visual damage.</p>
5.6.1.a	<p>After the preliminary inspection as indicated in para 5.6.1, Material Inspection Request (MIR) in <u>Form No. DPS/SP/07</u> shall be forwarded to Indenting Officer for further inspection, to ensure that the supplies are in conformity with the purchase order specifications / conditions.</p>
5.6.1.b	<p>The Indenting Officer/ Inspecting authority, shall return MIR to Stores Unit, duly signed, indicating the quantity accepted and quantity rejected with clear reason(s) for rejection(s).</p>
5.7	<p>Discrepancies in Receipt.</p>
5.7.1	<p>Discrepancies are likely to arise due to :</p> <p>(a) Material not conforming to the contractual specifications. (b) Shortage / Excess. (c) Breakage / Damage. (d) Defective material. (e) Improper Packing.</p>
5.7.2	<p>In case the main unit/machinery etc. is rejected, its spares, accessories or other items received against the same Purchase Order may also be rejected.</p>
5.7.3	<p>Discrepancies shall be notified to Supplier, Purchase Unit, Accounts Unit and Indenting Officer in Discrepancy Report <u>Form No. DPS/SP/08</u>. In the case of supplies received against foreign orders, the notification of discrepancies to supplier shall be done by concerned Purchase Unit and not Stores Unit. However Stores Unit shall send the Discrepancy Report to Purchase Unit.</p>

5.7.4	A record of discrepancies shall be maintained in Discrepancy Report Register <u>Form No. DPS/SP/09</u> . The Discrepancy Report shall bear the same number as allotted for each entry in the Discrepancy Report Register. The entry in the register shall be closed in all respects on settling the deficiencies or disposal of discrepant material.
5.7.5	Disposal of Discrepant Material
5.7.5.a	Discrepant material shall normally be collected by the supplier. Such material for which payment is made shall not be normally returned unless replacement / refund received.
5.7.5.b	In case the rejected material has not been collected despite intimation as per para 5.7.5.a, a reminder in Form No. DPS/SP/10 shall be given to the supplier allowing further period as notified to collect the rejected material
5.7.5.c	If the supplier fails to collect the rejected material even after the reminder, a final notice of specified days in Form No. DPS/SP/11 shall be served on the party.
5.7.5.d	Where the discrepant material is of perishable or hazardous nature, the notice period shall be reduced depending on the nature of material / hazard.
5.7.5.e	Material remaining uncollected even after the final notice and where payment not released, shall be disposed off after obtaining approval of Director, DPS / Ex-Officio-Director.
5.7.5.f	Material remaining uncollected even after the final notice and where payment has already been released shall be disposed off only after getting confirmation of settlement of payment from Purchase / Finance or otherwise decided by Director, DPS / Ex-officio-Director.
5.8	Final Acceptance of Supply
5.8.1	Wherever erection, installation, commissioning, training etc. are stipulated in the order, a certificate in Form No. DPS/SP/12 confirming the satisfactory completion of such activities shall be obtained before preparation of RV.
5.8.2	Where contract is for Intangible material like digital goods / software, a certificate in Form No. DPS/SP/13 confirming receipt and acceptance of such goods shall be obtained before preparing Receiving Voucher.

5.8.3	Receiving Voucher Stores Unit shall prepare Receiving Voucher (RV) in Form No. DPS/SP/14 for supplies accepted by Indenting Officer / Inspecting authority after confirming that the quality and quantity are in accordance with the contract.
5.8.3.a	Where contract is for job work which includes supply of material, Stores Unit shall prepare RV for the material only whereas job done shall be certified by the user. Where rate of material is not separately indicated in the order, the copy of Bill of Material shall be provided by the contracting authority for raising RV.
5.8.3.b	Where contract does not involve supply of any material, Receiving Voucher need not be prepared and payment against such orders shall be effected on the basis of Bill Certification by the users.
5.8.4	Authority to sign and release RV's Receiving Vouchers shall be signed and released by Assistant Stores Officer.
5.8.5	Receiving Voucher Control Receiving Voucher shall be controlled in Receiving Voucher Control Register maintained in Form No.DPS/SP/15
5.8.6	Receiving Voucher shall be sent to Paying Authority. Copies shall be provided to Purchase Unit, indenting officer and Costing Section. Accepted material shall be transferred to Stock Section with a copy of RV for taking on charge and accounting.
5.9	Receiving and Regularizing of material supplies by DAE Units not having DPS Stores attached
5.9.1	The procedure enumerated in this para for receiving and accounting of material shall be followed in DAE Units where DPS Stores Unit is not established.
5.9.2	Head of Unit shall appoint an officer as Officer-In-Charge of Interim Store Unit under Intimation to Director, DPS. This Officer-In-Charge shall be responsible for receiving, accounting, custody and issue of material. The accounting of material shall be done as per the relevant provisions of General Finance Rules.
5.9.3	All indents shall carry details of Officer-In-Charge, Interim Stores Unit. Purchase Unit shall indicate the details of Officer-In-Charge, Interim Stores Unit as consignee in tender enquiry / purchase order.

5.9.4	Purchase Unit shall indicate in Purchase Order, that payment will be released on receipt of certification of acceptance from indenting officer countersigned by the Officer-in-Charge, Interim Stores Unit along with other relevant documents such as invoice etc.
5.9.5	Purchase Unit shall send a copy of contract/Purchase Order to Officer-in-Charge, Interim Stores Unit.
5.9.6	Taking Delivery of Materials
5.9.6.a.	The delivery shall be taken on the basis of a Delivery <i>challan</i> or any other document containing supplier's name, address, Order reference, description/unit/ quantity of the material.
5.9.6.b.	<p>The Receiving Officer shall ;</p> <p>i) Check the Delivery documents and confirm the correctness of details like name of the Supplier, Description/Unit/Quantity, Delivery period etc. with order.</p> <p>ii) If the delivery is made directly by the Supplier, a Preliminary Inspection shall be carried out at the time of taking delivery. In case of any discrepancy with respect to material specification, model, quantity, unit etc. the same shall be indicated in the delivery document as remark. The receipt shall be acknowledged by affixing stamp as per para 5.3.1 with signature of receiving personal</p> <p>iii) Whenever the Preliminary Inspection as given at '(ii)' above cannot be carried out due any reason, a Provisional Receipt may be given after confirming the soundness of packages/weight and acknowledging receipt for number of packages.</p> <p>iv) If the consignment is received through a transporter/courier/post, the receiving personnel shall check the condition of the packages and acknowledge the receipt by affixing the stamp as per para 5.3.2.e with due remarks and signature.</p> <p>(v) In case of damage or suspected damage, breakage etc. procedure as per para 5.4.1 shall be followed.</p> <p>vi) In case of any remarks about the discrepancy in the supply, the vendor's delivery personnel or the transporter's representative's signature may be obtained on the documents as having confirmed such discrepancy.</p>
5.9.7.	<p>Registration of Receiving Document:</p> <p>The receiving document shall be registered in Goods Receipt Register maintained as per Form no. DPS/SP/06</p>

5.9.8	<p>Inspection</p> <p>The material received shall further be subjected to quality and/or functional test. The supplier shall be asked to carry out installation, commissioning, training etc. if specified in the order. Once the supply is accepted, the user shall give a certificate stating that “supply has been received vide delivery document no, date, quantity is correct, quality is as per specification and supply accepted”. This certificate shall be countersigned by Indent Approving Authority. The original certificate shall be forwarded to paying authority with the copy of Received Delivery Document. Copy of certificate shall also be endorsed to contracting authority.</p>
5.9.9	<p>Accounting</p> <p>The accepted material shall be taken on charge and accounted in register. Fixed Assets Register may be maintained in form no. DPS/SP/39 and Consumables Register as per GFR.</p>
5.9.10	<p>Rejection</p> <p>Supplies which are not in conformity with contract specification or in damaged condition etc. shall be rejected. Rejection report shall be sent to supplier, Paying Authority and contracting authority with clear reason for rejection.</p>
5.9.11	<p>Payment</p> <p>Paying Authority indicated the purchase order shall process payment based on the certificate issued as per para 5.9.8 and any other document specified in the order.</p>
5.10	<p>Excess / Short Supply</p>
5.10.1	<p>Supplies made by the suppliers against Purchase Orders shall be exactly in accordance with the quantities stipulated in the order.</p>
5.11	<p>Returnable Empties</p> <p>A record of all returnable empties such as gas cylinders, tonners etc., shall be maintained item wise in a register in Form No. DPS/SP/19. Stores Unit shall review this register periodically to ensure prompt return.</p>
5.12	<p>Cash Purchase</p> <p>Cash Purchase through imprest account shall be received, inspected, accepted and accounted by the Procuring Officer and cash memo with endorsement to this effect by Procuring Officer and approved by Competent Authority shall be submitted to Accounts Unit for settlement, directly.</p>

	<p>The material procured through cash purchase shall be accounted as follows:</p> <p>(a) Non recurring items: Item which are of non-recurring nature shall be accounted in a Cash Purchase Account Register maintained as per form No.DPS/SP/20 of Stores Procedure.</p> <p>(b) other items: items procured through cash purchase for which item code has already been allotted or such items are regularly purchased or expected to be purchased regularly shall be accounted in Stock Card as per the normal procedure.</p>
5.13	Receipt of Material for disposal
5.13.1	Material found surplus, obsolete, unserviceable by Divisions / Unit shall be returned to Stores Unit on a Credit Voucher in Form No. DPS/SP/21 along with relevant certificate as per para 7.1.3.(d,e& f).
5.13.2	Material received back by Stores Unit from User Divisions as surplus, obsolete, unserviceable etc. for disposal shall be accounted separately in a register in Form No. DPS/SP/22.
5.14	Scrap
5.14.1	Stores Unit shall receive scrap from Divisions in segregated condition having commercial value and shall be accounted in separate Stock Card maintained for the purpose in Form No. DPS/SP/23.
5.14.1.a	Where Health Physicists are positioned in the unit, all scrap shall be monitored for radioactive contamination by Health Physicist and cleared with a certification to that effect.
6	ISSUE OF MATERIAL
6.1	Material Issuing Documents
6.1.1	Materials shall be issued against “Requisition-Cum-Issue Voucher” (RCIV) in Form No.DPS/SP/28, presented to Stores Unit by the Demanding Division, duly approved by the authorized official.
6.1.2	Where the requirement is for internal use and no separate costing is involved, the material can be drawn from Stores on Stores Requisition (SR) in Form No. DPS/SP/29.
6.1.3	Requisition-Cum-issue Voucher / Stores Requisition shall be filled up carefully. Any correction shall be attested by the official authorizing the requisition.

6.1.4	RCIV / SR, shall be scrutinized to ensure that the voucher is complete in all respects.
6.1.5	RCIV / SR shall be controlled in Issue Voucher Control Register maintained in Form No.DPS/SP/30.
6.2	Issue of Material
6.2.1.a	Stores Unit shall issue material requisitioned, if available, and return one copy of RCIV/SR to the demanding division, indicating the quantity issued with the signature of the Stock Section in-charge.
6.2.1.b	If the requisitioned material is not available in stock, quantity issued column shall be recorded as 'NIL' with a remark 'Not Available' (NA) or 'Non-Stock' (NS) as the case may be.
6.2.1.c	In case the requisitioned material is available in stock but cannot be issued for any reason, issued column shall be recorded as NIL with suitable remarks.
6.2.1.d	Material shall normally be issued on First-In-First-Out(FIFO) basis. In case of specific shelf life items, batch with earliest expiry date will be issued out first.
6.2.2	While removing the material from bin / location, quantity issued will be posted in Bin Card with relevant details and record post issue balance on RCIV / SR.
6.2.3	Whenever material issued to agency / Unit other than the units served by the Stores and the same is collected through representative, a letter of authorization shall be obtained.
6.3	Free Issue Material (FIM)
6.3.1	Free issue material means any item of stores issued to contractors for fabrication work against contract entered into by Directorate of Purchase and Stores or the respective Units.
6.3.2	The contract shall specify Bill of Material, terms and conditions etc. under which the Free Issue Materials are to be issued.
6.3.3	Safe Guard for FIM
6.3.3.a	The contracting authority shall obtain appropriate safeguard such as bank guarantee, insurance policy, indemnity bond etc. from the contractor towards the value of the Free Issue Material covering the risks as per contract.

6.3.3.b	The Stores Unit shall issue Free Issue Material to the contractor only after getting a written intimation in Form No. DPS/SP/31 from the contracting authority that necessary safeguard has been received and accepted.
6.3.4	“Free Issue Material” will be issued by the Stores Unit to the contractor on receipt of written authorization from the Indenting Officer, following the normal issue procedure and as per the terms and conditions stipulated in the contract.
6.3.5	The Indenting Officer while authorizing such issue, will take into account the progress of work and all related factors to ensure that only such quantities of Free Issue Material as are necessary for uninterrupted progress of work are released to the contractor.
6.3.6	Free Issue Material shall be issued on RCIV indicating the following additional details : (i) The name of fabrication contractor (ii) Fabrication contract No. (iii) Delivery/dispatch details (LR,RR,MD Note No., Gate Pass No. etc.)
6.3.7	A bold rubber stamp reading “ FREE ISSUE MATERIAL ” shall be affixed on RCIV relating to FIM.
6.3.8	The total quantity of Free Issue Material given to the contractor shall not be more than the quantity mentioned in Bill of Material. The value of FIM shall not be more than the Safe Guard coverage.
6.3.9	The Stores Unit shall obtain a stamped acknowledgement from the contractor on the RCIV copy for FIM received.
6.3.10	Free Issue Material shall be taken out of departmental premises on Non-Returnable Gate Pass.
6.4	Accounting of left over material and scrap
6.4.1	On completion of fabrication work, the finished goods will be received by the Stores Unit as stipulated in the contract. The left over material and scrap arising, if any, shall normally be received by the parent Stores Unit. The finished goods and left over material / scrap shall be received from the contractor on separate <i>challans</i> .
6.4.2	The Indenting Officer will render assistance to the Stores Unit in identifying and determining the serviceability or otherwise of the left over material returned by the contractor.
6.4.3	Serviceable items returned by fabricator shall be taken on charge on a Credit Voucher after certification by Indenting Officer.

6.4.4	While filling up of the columns in the Credit Voucher, the following additional details shall be indicated: Name and address of the contractor, Contract No. and date Delivery note / <i>challan</i> No. and date
6.4.5	Unserviceable and scrap shall be disposed off following the normal disposal procedure.
6.5	Records of Free Issue Material
6.5.1	A record of Free Issue Material shall be maintained by the Stores Unit contract-wise and fabrication contractor-wise in Form No.DPS/SP/ 32.
6.5.2	Stores Unit shall review FIM account on weekly basis and delay in supply of finished product / leftover material by the contractor shall be intimated to contracting authority well before expiry of the instrument validity.
6.5.3	The Stores Units attached to Indenting Unit of DAE (Parent Stores) shall be responsible for maintenance of complete records of FIM. To enable this, if issues are made from Stores Units other than the Parent Stores Unit, details of such issues shall be furnished to the parent Stores Unit along with copies of relevant vouchers.
6.5.4	Where finished goods are received by a Stores Unit other than Parent Stores, a copy of Receiving Voucher shall be endorsed to Parent Stores.
6.5.5	Finalization of Free Issue Material Account
6.5.5.a	Before final payment in respect of a contract is released, a certificate in Form No. DPS/SP/33 shall be forwarded by the Indenting Officer to the Stores Unit.
6.5.5.b	In respect of ‘works contract’ where accounting of materials issued to the contractor is done as per CPWD procedure by the concerned agencies in the unit, Stores Units will make issues of materials to the contractor, on receipt of authorization following 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.
6.6	Issue of Material on Chargeable Basis
6.6.1	The contract shall specify the Bill of Material, terms and conditions etc. under which the material to be issued on chargeable basis.

6.6.2	Issue of material on chargeable basis to contractors or outside organizations shall be made by the Stores Unit on RCIV against a written authorization from the competent authority.
6.6.3	A bold rubber stamp 'PAYMENT ISSUE' shall be affixed on RCIV relating to material issued on chargeable basis.
7	PROCEDURE FOR DISPOSAL OF FINAL SURPLUS, ETC.
7.1	Material declared as final surplus, obsolete, unserviceable and condemned vehicle shall be disposed off by the Stores Unit in the following manner :
7.1.1	By issue of Public Tender based on estimated sale value covered in one tender as per extant directive.
7.1.2	By inviting Limited Tender if the estimated sale value of items covered in one tender is below the above cited value.
7.1.3	Medicines, chemicals etc. which are unusable due to expired shelf life or otherwise shall be disposed off or destroyed immediately by adopting suitable mode so as to avoid possibility of misuse, health hazard or environmental pollution. Disposal / destruction of such items shall be arranged by the respective Division / Unit.
7.1.4	Environment un-friendly material and scrap such as used / waste oil, lead / lead acid batteries, e-waste etc. shall be disposed off to a Firm / Company having a valid license issued by a statutory authority (Central / State Pollution Control Boards, Ministry of Environment and Forest, etc.).
7.2	Proposal for Disposal of Stores
7.2.1	Stores Unit shall submit a detailed proposal for disposal to Director, DPS / Ex-Officio Director, Head of the Department as the case may be, for approval. The tendering action shall be taken only after getting the approval.
7.3	Sale Tender Form
7.3.1	Tender shall be invited as per Form No. DPS/SP/45.
7.3.2	Bid Acceptance Letter is made in per Form No.DPS/SP/46a
7.3.3	Disposal Sale Order may be contracted as per Form No.DPS/SP/46b.

7.4	Earnest Money Deposit (EMD) / Security Deposit (SD)
7.4.1	EMD shall be fixed as per extant directive. The rate of EMD is fixed by Director, DPS from time to time.
7.4.2	Offers received without EMD, insufficient EMD or not in the prescribed manner shall be rejected unless exempted as per Government policy, if any.
7.4.3	SD shall be fixed as per extant directive. The rate of SD is fixed by Director, DPS from time to time to ensure satisfactory performance of the Sale Order.
7.4.4	EMD of successful bidders shall be converted towards SD irrespective of the item / group for which EMD was submitted. Balance of SD if necessary shall be obtained.
7.4.5	EMD of unsuccessful bidders shall be refunded/returned soon after opening of the tender and preparation of comparative statement
7.4.6	SD is obtained prior to release of the contract. For this 'bid acceptance letter' in form DPS/SP/46a is issued to the bidder. On receipt of full SD, contract is released.
7.4.7	If the contractor on whom the sale order is placed fails to perform the contract, the SD shall be forfeited after giving due notice(s) and approval of Competent Authority.
7.4.8	SD shall be refunded on satisfactory execution of the contract, after adjusting dues, if any.
7.5	Physical Handing Over of Stores
7.5.1	Physical handing over of surplus / obsolete / unserviceable items, condemned vehicle and scrap shall be witnessed by authorized personnel of Store and Security.
7.6	Sale Account
7.6.1.	Stores Unit shall maintain a Sale Account in Form No. DPS/SP/47.
7.6.2.	Authority to approve and release disposal sale account
7.6.2.a	Disposal Sale Account shall be certified and released by Assistant Stores Officer.