

CHAPTER - 17

MAINTAINING INTERIM STORES UNIT

- 17.1 Introduction: Every constituent Unit of DAE requiring procurement services is expected to have infrastructure for a DPS Store Unit along with sufficient manpower sanctioned for operating the Store Unit.
- 17.2 In the event of any Unit has not set up a Store in its premises, necessary action must be taken on priority in case procurement services are expected to be availed.
- 17.3 Till the time necessary infrastructure and manpower are accomplished, following procedure shall be implemented by the Unit.
- 17.3.1 Head of the Unit shall appoint an officer as Officer-in-Charge, Interim Stores Unit under intimation to Director, DPS who, will carry out the duties of Officer-in-Charge given below, in addition to his current duties.
- 17.3.2 All indents shall carry details of Officer-in-Charge, Interim Stores Unit who would receive, inspect, and accept or reject the indented item(s) on supply.
- 17.3.3 The Officer-in-Charge, Interim Stores Unit will be responsible for accounting of the material and shall follow the procedures contained in Rules 208, 210, 211 and 213 of General Financial Rules 2017 (GFR).
- 17.3.4 Purchase Unit shall indicate in tender enquiry / purchase order the name and address of the Officer-in-Charge, Interim Stores Unit as consignee and place of delivery.
- 17.3.5 Purchase Unit shall indicate in purchase order that payment will be released on receipt of inspection report from indenting officer countersigned by the Officer-in-Charge, Interim Stores Unit along with other relevant documents such as invoice, receiving voucher (RV), etc. indicated in purchase order.
- 17.3.6 Purchase Unit shall send a copy of the contract/purchase order to the Officer-in-Charge, Interim Store Unit.
- 17.3.7 **Receipt of Materials**
- 17.3.7.1 The supplier shall issue delivery *challan* / memo which will contain supplier's name, address, purchase order number with date, description, unit, and quantity of the material supplied.
- 17.3.7.2 The Officer-in-Charge, Interim Stores shall
- a) ascertain correctness of the document with purchase order or work order, as the case may be, with regard to name of the supplier, description, unit, quantity, delivery period, etc.
 - b) check the condition of the packages. In case of damage or suspected damage/breakage of the packet(s), a remark on the delivery document shall be made to that effect.

- c) carry out preliminary inspection by ascertaining correctness of quantity and material while accepting delivery, wherever supplies are received directly from vendor. 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.
- d) provide supplier a provisional receipt for the supply received by affixing rubber stamp and sign the document with name, designation and date in clearly visible manner with the rubber stamp worded as follows:
 “Received subject to checking of quantity, quality, functioning, final acceptance and also without prejudice to the purchaser’s rights under the terms and conditions of the contract and subject to the remarks below....”.
- e) Whenever the preliminary inspection as given as per ‘d)’ above cannot be carried out due to any reason, a provisional receipt may be given after confirming the soundness of packages/weight and acknowledging receipt for number of packages.
- f) In case of any remarks about the discrepancy in the supply on delivery document, the vendor’s delivery personnel may be asked to sign the document having confirmed such discrepancy.

17.3.8 Registration of Documents

17.3.8.1 A register, viz., Goods Receipt Register (GRR) shall be maintained for receipts date wise, indicating purchase order/work order number, name of the supplier, delivery document reference number, item description, quantity, name of the indenting officer, remarks, etc. This register shall carry entries in chronological manner and regularly certified by Officer-in-Charge.

17.3.9 Inspection

17.3.9.1 The material received shall further be subjected to quality/functional test. If installation is specified, supplier may be asked to complete installation within the stipulated date indicated in the purchase order. Once the supply is accepted, the user should give a certificate stating that supply has been received vide delivery *challan* number, date, the quantity is correct, quality is as per the order specification and supply accepted. This certificate shall be countersigned by the indent approving authority. The original certificate shall be forwarded to paying authority with a copy of receipted delivery document. Copy of the certificate shall also be endorsed to the contracting authority.

17.3.10 Accounting

17.3.10.1 The accepted material shall be taken on charge in a register maintained as per GFR. Accordingly, fixed assets may be indicated in form number GFR 22 – Rule 211(ii)(a) (Annexure-1) and consumables in form number GFR 23 – Rule 211(ii)(b) (Annexure-2) in consultation with Unit Finance.

17.3.11 **Rejection**

- 17.3.11.1
- a) Shortage/damage, if any, observed at the time of taking delivery shall be indicated in the delivery document by circling the quantity and recording the correct receipt before acknowledging receipt. In case of damage including external damage shall be commented specifically in delivery *challan*.
 - b) Shortage/damage noticed after taking delivery shall be intimated to the supplier and paying authority in writing.
 - c) Supplies which are not in conformity with the contract specifications shall be rejected. Rejection report shall be sent to the supplier and paying authority with clear reason for rejecting the material.

17.3.12 **Payment**

- 17.3.12.1
- Paying authority indicated in the purchase order shall process payment based on the documents of supply acceptance submitted by the Officer-in-Charge indicated at serial number 17.3.5 above, along with other relevant documents as mentioned in the purchase order.