

गौतम पाल  
GAUTAM PAL  
निदेशक  
DIRECTOR



भारत सरकार  
Government of India  
परमाणु ऊर्जा विभाग  
Department of Atomic Energy  
क्रय एवं भंडार निदेशालय  
Directorate of Purchase & Stores



## PREFACE

Directorate of Purchase and Stores (DPS), a service organisation of Department of Atomic Energy (DAE) is carrying out the materials management function for the constituent units of DAE located across the country. Since 1972, DPS has excelled in the field of materials management and ensured providing timely procurement services to the users. The stores units of DPS have been managing storage, preservation, distribution, accounting of materials and equipment, disposing of obsolete, unserviceable, and surplus materials and equipment regularly at the same time maintaining safety and security of man and materials.

Till now the functions of DPS store units were based on a Stores Procedure. DoPT D.O. letter K-11022/43/2015-ARC(Pt) dated September 08, 2016 envisaged preparation of manuals on the activities carried out by all Departments. In conformance to the directive, an initiative was taken to bring out a detailed stores manual which would serve as a reference manual for all the stakeholders. The process for preparing the stores manual was entrusted to Shri V. Nandgopan, Deputy Director, Purchase & Stores. Under his able leadership, a draft was prepared and reviewed by officers of DPS. The draft manual was discussed at length in DPS Council meetings convened in frequent intervals. As per the suggestion of the DPS Council, an external committee was constituted comprising S/Shri B Prahlad, former Regional Director, HRPSU, NFC, Hyderabad, P V Jayaprakash, former IFA, DPS, Shri M R Prakash, former Deputy Director, Central Stores Unit, DPS was formed for reviewing the draft. The committee was assisted by S/Shri V. Nandgopan, Deputy Director, Purchase & Stores and A G V Pillai, former Assistant Stores Officer, Central Stores Unit, DPS. The final version of Stores Manual was thereafter approved by the DPS Council.

I am thankful to Dr K N Vyas, Chairman, AEC and Secretary to GoI, Department of Atomic Energy who has been kind enough to contribute a Foreword to the Stores Manual. I am also thankful to all committee members and officers and staff of DPS for contributing for the successful compilation of the first stores manual.

Gautam Pal

Mumbai  
November 03, 2020



विक्रम साराभाई भवन VIKRAM SARABHAI BHAVAN, अणुशक्तिनगर ANUSHAKTINAGAR, मुंबई MUMBAI - 400 094  
दूरभाष Telephone : 2556 2063/2548 7239 , टेलीफैक्स TeleFax : 91-22-2555 6854, ई-मेल Email : [director@dpsdae.gov.in](mailto:director@dpsdae.gov.in)