

Receipt of stores

The receipt of stores will mean receipt of all materials against Purchase Orders or stores received against local purchases, gifts, aids etc. All these receipts shall be dealt with in the manner stipulated hereinafter.

Functions of the Receipt Section

The receipt section shall be located in a suitable place where all incoming supplies shall be received, packing opened, checked and inspected before its storage or use. The functions of the receipt section can be broadly summarised as follows.

1. Clear and receive Parcels, Packages, Consignments and all other materials coming in by Rail, Road, Sea, Air, Post, Courier or any other mode. (The SPO of the lab is to decide whether the clearance of import cargo is to remain in Purchase wing or otherwise till competent manpower is available in stores.)
2. Check the materials received and arrange for its inspection.
3. Notify the indenter and Purchase section about the arrival of the materials by the next day.
4. Unpack the packages, parcels & consignments and facilitate its inspection by the Inspecting Officer.
5. Intimate the supplier about the excess, shortage, damage, rejected or defective supplies.
6. Maintain the following registers.
 - a) Consignment Clearance Register

- b) Daily receipt register
 - c) Register for Samples.
 - d) Register for Gifts.
 - e) Register for discrepancies.
 - f) Register for despatch.
 - g) Centralized register for local Purchase (Consumables).
7. Raise Stores Receipt Voucher (SRV) for all receipts.
 8. Arrange packing and despatch of outgoing consignments like samples, rejected materials etc. and forward the dispatch documents to the consignee.
 9. Arrange Local collection of stores from the vendor as per the terms of the order.
 10. Maintain and render up to date account of advances taken for clearance of consignments including its adjustment.
 11. Arrange open delivery of consignments wherever required.
 12. Lodge necessary claims for non-delivery, shortage or damage wherever required.
 13. Ensure clearance of consignment immediately so as to avoid payment of demurrage/ wharfage. In case of its accrual, action to get its waiver or sanction for its payment from the competent authority.
 14. Keep all weighing balances calibrated

Clearance of Consignments

I. FOREIGN CONSIGNMENTS:

- (i) The clearance of consignments from abroad needs the services of a professional freight-forwarding agent and clearing agent. The appointment of single or separate forwarding and the clearing agent shall have to be made depending upon the requirement of the Lab/Instt to clear the incoming/outgoing consignments.
- (ii) The role of the freight-forwarding agent is to arrange transportation from the port of shipment to the port of destination and the role of the clearing agent is to coordinate with the airlines, freight forwarders and the customs authorities etc. for clearing the cargo.
- (iii) While entering into a contract for freight-forwarding services the following parameters may inter-alia be kept in view:
 - a) Advance intimation about the shipment.
 - b) Safe transportation by the earliest available carrier.
 - c) Payment of freight within 30 days on receipt of cargo.
 - d) Prompt issue of CAN/Delivery Order.
 - e) Submission of Bank Release Order(BRO) at the earliest.
- (iv) Similarly, while finalizing the contract of the clearing agent the following should be kept in view/ spelt out clearly:
 - a) Immediate clearance of the Cargo within the free period.
 - b) Payment of demurrage charges, if any.
 - c) Payment of customs duty (lab/Instt to fix a limit)

- d) Transportation to the lab/Instt.
- (v) Once the purchase order is placed a copy of the same need to be sent to the freight-forwarding agent. Besides, a set of documents needed for clearance of the Cargo i.e. copy of the purchase order, amendments if any, copy of insurance policy, copy of Letter of Credit, Duty exemption certificate etc. may be sent to the clearing agent prior to arrival of the Cargo. The clearing agent will receive the Delivery Order with copies of AWB, Invoice, packing list etc. from the freight-forwarding agent for clearance. In case a technical write-up/literature is needed the same may be provided.
- (vi) The receipt section shall intimate the Indian agent to be in touch with the lab/ Instt. about the arrival of the consignment so that it can be opened in their presence to ascertain any damage, shortage and lodge insurance claims if needed.
- (vii) The clearing agent should arrange for an early clearance of the cargo. In case open delivery is to be obtained he should take all necessary steps to obtain open delivery in the presence of representatives of the airlines, airport authority, customs, the Indian agent and insurance surveyor. In addition refund of customs duty on account of short delivery shall have to be obtained by him

- (viii) Once the goods are cleared the dues of the freight-forwarding and clearing agent may be cleared immediately within the time frame mentioned in the purchase procedure.

II. INDIGENOUS CONSIGNMENTS:

- (i) All railway receipts/goods receipts/post parcels/air consignment notes shall be scrutinized to ascertain whether the freight is to be paid or to pay, the consignment is at owner's risk or carrier's risk etc.
- (ii) During the clearance of the cargo the consignment should be checked to find out the existence of any apparent visible damage, difference in weight etc. In case the packing is in sound condition and there is no difference in weight, the delivery may take subject to inspection. Clear un-conditional delivery certificate may not be given while receiving any consignment, as this will hamper the claim on the transporter if any damage/shortage is found at a later stage.
- (iii) In case of any tampering or suspected damage to the packages an open delivery shall be effected in the presence of the representative of transporter, user scientist and supplier (if available). The damage/shortage so noticed shall be recorded in the delivery book of the transporter and a certificate to that effect may be obtained from the carriers for lodging the claims with the carrier, supplier, and the insurance company.

- (iv) In case the carrier is not delivering the goods, claims for non-delivery may be preferred.
- (v) In case the RR/GR/AWB is lost in transit or not traceable, the goods may be cleared through Indemnity Bond/Undertaking quickly so that the payment of demurrage is minimized.

Procedure for receipt of store

- i) All items that are received directly from the vendor shall be checked with reference to the Purchase Order to find whether the description of the supplied item and received item are same or other wise. Any discrepancy noticed shall be immediately brought to the notice of SPO/ Dy. SPO and shall be communicated to the firm. The stores shall be as far as possible checked in the presence of the representative of the vendor.
- ii) Once the items are found to be prime facie in order, a receipt will be given to the firm. The receipt furnished to the firm should read as” Received in good condition subject to inspection, counting and final acceptance”. Under no circumstances a unconditional acknowledgement will be forwarded to the vendor as the same may affect the final acceptance of the materials.
- iii) Similarly, all incoming goods from the transporter, railways, airport etc shall be acknowledged. Besides it should be ensured that the packing is in sound condition and there is no apparent damage to the packing boxes.

- iv) The receipt section will arrange for the unpacking of the goods so received. Before any consignment is unpacked, the presence of the Indian Agent for import cargo and the presence of user may be ensured.
- v) If any shortage/ damage is found even though the boxes are outwardly in order, a discrepancy report shall be prepared and sent to the supplier.
- vi) After the items are received, the same are to be entered in the daily Receipt Register. Besides the copy of the Purchase Order available with the receipt section has to be updated to show whether the full supply has been received or part supply has been received.
- vii) The receipt section has to arrange for inspection of the received material to ensure that the items received are in order. Till such time the items shall be kept separately so as to avoid its mix up with the available stock except the cases where the indenter has to inspect the item at his premises other than the receipt cell.
- viii) Materials received without any document shall be brought to the notice of the Dy. SPO/ SPO for taking into stock through stores receipt voucher. Such entries will be monitored through discrepancy register.

Receipt of other materials

The receipt cell shall ensure that all accessories, tools etc. received with the machinery and equipment, though not specially detailed in the Purchase order are entered in the receipt voucher with all essential particulars like identification number etc. The Dy. SPO (Stores) shall ensure that these are brought to stock account along with the main equipment.

Daily Receipt Register (DRR)

The daily receipt register is a register for entry of all incoming goods that are received in the Lab in a particular day except local purchases. The register will contain the details about the supplier, order reference, challan no & date, Bill no & date, Bill value, item description, quantity dispatched, quantity received, quantity found short/ damage, name of the indenter, inspection report no, rejection cause etc. and will serve as a complete record about the materials including its installation & commissioning. The register can be maintained in a computer where all such data will be stored and a print out can be forwarded to the user and the Purchase section next day as intimation about the arrival and the need for the inspection.

Heavy and large materials will as far as practicable will be unloaded nearer its place of its installation to avoid frequent handling.

Accepted materials

The store accepted shall be handed over to the respective storekeepers along with Bills, Challans and Stores Receipt voucher for stock entry on the receipt of the materials. It must be ensured here that the stock entry shall be made item wise and no entry as "assorted" will be made in the stock ledgers by clubbing different items.

Materials received in excess of quantities ordered for shall be returned to the supplier as per the procedure for rejected materials unless approval of the competent authority for the Procurement is obtained in writing to retain the excess quantity received.

Demurrage Charges Paid

In no case will any amount paid on account of wharfage or demurrage be regarded as a normal charge and every endeavor will be made not to incur such penal charges. However, in unavoidable circumstances, this may become necessary to pay in the first instance. All such cases are to be enquired thoroughly to find out whether there is any lapse on the part of any individual or firm for this loss and ascertain the amount, which is to be recovered. In case of no negligence, the amount paid can be regularized on proper sanction. Free time of clearance varies from case to case from railways to airlines to transport agencies and hence utmost care be taken to ensure that the consignments are cleared immediately on its arrival.

Local Purchases

All materials that are not available in store and needed to be purchased locally either by cash or on credit shall be first produced before the Dy. SPO (Stores)/SPO for physical verification who will sign and mark on the cash memo/ bill as "seen". There after the same shall be got recorded in the local purchase register instead of daily receipt register for stock entry for items purchased out of revenue funds. Stores shall ensure that the stock entry is recorded within a day of its receipt in stores along with proper issue slip. Items purchased out of capital fund shall be posted in their respective stock ledgers as well as in the Personal Inventory Register. Stock entry of the purchases made at the Project site will be done on receipt of a certificate that the items are purchased at the project site and used for the project there.

INSPECTION OF STORES

1. The receipt cell of the laboratory will prepare a stores receipt voucher. The SRV will contain all details of the stores i.e. name & address of the vendor, PO no & Date, Item description, Quantity Despatched, Quantity Received, Quantity found short/ Damaged, Quantity accepted besides the SRV Number and date. The SRVs will be serially numbered financial year wise for which series has to be allotted in the beginning of the financial year. This will help Purchase and Finance to track receipt of SRVs. The SRV will also have the signature of the Inspecting Officer who has inspected the stores. Payment of bills will be made as per the details of stores received based on the SRV. Similarly, the adjustment of OBs will also be made as per the particulars furnished in the SRV but where any payment is to be made to the firm, corresponding bill will be sent alongwith SRV details.
2. Stores such as electrical goods, mechanical instruments, refrigeration materials, computers etc. shall be inspected by the persons of technical competence in the line
3. Inspection of scientific and sophisticated instruments etc. shall be carried out by the Indentor himself. He may take the assistance of other experts for inspection of electrical or mechanical portion of the machines and equipments, if necessary in consultation with the Director of Laboratory/Institute.

4. In the absence of the Indentor on account of his being on leave etc. the Head of the Division/Section or the Project Leader shall arrange the inspection which shall not be delayed to avoid late payment to the supplier.
5. If in any particular case, more time is required for final inspection, at least a preliminary visual inspection shall be carried out immediately so that discrepancies/shortage/damage are reported to the Suppliers/Insurances lest the claim becomes time-barred.
6. Till stores are inspected and taken on charge, these shall be kept separately.

1. Inspection of Stores of General Nature

The stores of general use and repetitive nature e.g. soap, vim, duster, nails, glassware of standard trade mark, stationery items and chemicals from standard companies and of standard make for which indents are placed by the Dy. SPO (Stores)/ SPO shall be inspected by him for acceptance to avoid undue delays. In case of doubt, about the quality, make or specification of an item, the advice of the user department shall be sought before acceptance.

2. Certificate of Inspection:

When the stores are found acceptable in accordance with the quality, quantity and specifications ordered for, the inspecting officer shall record the following certificate after inspection appending his signatures on the space provided for the purpose:-

“ Certified that the Stores have been inspected by me and found acceptable in accordance with the quantity, quality and

specifications laid down in the purchase order. The equipments/ instruments were installed successfully on _____.
(Please attach the installation report also)”

The SRV shall be counter-signed by the Head of the Division/Section/Project leader as the case may be. In case of equipments, copy of the installation report submitted by the firm need to be attached with the SRV.

3. Samples for Inspection:

(i) Sample may be called for where necessary, provision for which should normally be made in the rate enquiries/advertisement and these shall be received by the Receipt Section. Samples thus received against supply orders placed by the Purchase Section shall be accounted for in a “Stock Register for Samples”.

(ii) Disposal of samples :

The samples shall be placed before the Inspecting Officer, and after the goods have been inspected and approved, the same shall be disposed of on the authority of the SPO, either by returning to the firm through Non-returnable gate pass or to be amalgamated with the incoming supplies or by other suitable measures/advantageous to the Council. Care shall, however, be taken to avoid their unnecessary accumulation, misuse and occupation of valuable space.

Gifts

The receipt of gifts will be entered in the daily receipt register and thereafter in the gift register. The gifts can be issued on the approval of the Director in the best interest of the Council.

REJECTION OF STORES

All materials received not in conformity with the specifications and requirements ordered for in the purchase order shall be rejected by the inspecting officer, who will record his reason for such a rejection on the Inspection Report. The Purchase Section shall immediately take up the matter with the firm based on the report of the receipt section.

The rejected stores shall be suitably labeled and stored in a separate area from the accepted or other stores in the Receipt Section pending their return to the suppliers. These will be handed over to the supplier's representative or dispatched to the firm as the case may be through Non-returnable gate pass.

The rejected materials will be accounted for in the "Register for discrepancies" which shall be maintained by the Receipt Section.

All expenditure incurred on this account shall be recovered from the supplier. When the consignee on freight-to-pay basis receives the stores, the supplier shall, at destination, be liable to pay the freight actually incurred. After despatch, the receipt cell shall promptly send the relevant documents to the consignee for further action.

A time limit shall be fixed up for the removal of rejected materials by the supplier from the Laboratory/Institute premises, failing which a final notice/reminder by Registered post will be sent for removal within a stipulated

period, otherwise ground rent be recovered from them as fixed by the Director of the Laboratory/Institute.

The matter will be vigorously pursued till their final removal. In case of failure of any response from the company, appropriate action for their disposal shall be taken through auction or other means with approval of the competent authority.

Register for Despatch of stores

At times the stores has to despatch various items. All the despatches that are being done shall have to be recorded in the despatch register. The despatch register will contain the details of the supplier, reference of despatch, item, quantity, mode of despatch, freight& other charges paid etc. and will serve as a complete record for despatch of all types of items – be it for repair, or for rejection or other wise.

Issue Control Register

An issue control register is to be maintained by the stores for controlling the issues made against issue slips. It is an index of all issues and helps to watch posting of the issue slips after issue and detection of missing issue slips if any.

The issue control register can be made for a category of stores like engineering stores, Asset stores, Hardware stores, stationery stores etc. depending upon the type of stores each lab is maintaining. It shall have particulars like ICR no, date, issue slip no, division/ project, no of items in issue slip, etc. Each issue slip will be allotted a number before the actual

issue according to the serial number of the register (like S-1, S-2 or by numbers after allotting different serial numbers) till the end of the financial year and shall be known as ICR no. The ICR will be allotted in order of presentation of the issue slip for actual issue and the issue slips shall be filed in that order after posting in the ledger.

ISSUE OF STORES

The following procedure shall be adopted while issuing materials from stores.

- i) Issue of stores shall be made in proper issue slip.
- ii) Issue slip shall be prepared in triplicate by each division/ section separately for each category of stores as outlined in the annexure for (a) Stores Purchased out of revenue grant and (b) Stores purchased out of capital Grant to ensure quick issue and easy accounting.
- iii) Stores purchased out of revenue grants will be issued on pink issue slip and capital items will be issued in White issue slip.
- iv) Stores shall be drawn by an issue slip signed by a person not below the rank of an officer of the division/ section and countersigned by the Head of the Division/ Project Leader. Director of the lab/ Instt may however authorize a person not below

the rank of Group C in administration and Group II in Technical to draw stores.

- v) All stores purchased out of capital funds shall normally be issued to the official indenting the equipment. Each lab shall decide about the mode of maintaining inventory – whether on Personal Inventory basis (PI) or Divisional inventory basis (DI) and get it duly approved by the Management Council of the lab before adoption. Any change to the policy thereafter shall have to be approved by the MC.
- vi) No store shall be issued to the guest/ casual workers who are not on regular establishment unless duly authorised by the Director. But it must be ensured that the items issued to such officials will be taken back at the time of his/her leaving the organization.
- vii) The description of store to be given on the issue slip shall be completed as given in stock ledger/ Bill/ Challan/ Bin Card etc. and shall invariably include identification number, make, type of machine / instrument in case of articles of capital nature.

- viii) All issue slips for items needed for a Project and are made from stores shall bear the project number. The stores shall at the end of every month send a report indicating cost price (under FIFO method) of such issues to the accounts for debiting that project.
- ix) All issues shall be scrutinized and authorised by the Dy. SPO (Stores) / SPO before actual issues are made by the stores assistant and in his absence by the senior most stores assistant. In case of any excess demand the issue may be curtailed where necessary.
- x) In order to enable the store keeper to post the ledgers, raise indent for new procurement etc. issue timings for issue of materials from store be fixed in each lab.
- xi) Issue slips having mutilations and over writings or incomplete in any respect shall not be accepted for issue of materials and returned to the indenter forth with.
- xii) Stores shall not ordinarily be issued in bulk quantities and the project Leader/ HoDs shall ensure that minimum quantities of such materials

are permitted to be drawn by them to avoid accumulations, wastage or likely misuse of such articles. Whenever any quantity above the normal consumption is requisitioned, PL/ HoDs may record reasons for such specific requirement.

- xiii) Where the date of expiry is indicated on the package, endeavors shall be made to use such materials before the expiry date. In case it is not possible to use the same before the expiry date, the same may be disposed off in the best interest of the council.
- xiv) In order to control the issue/ consumption of stores like soap, duster, towels etc to officers & other staff the same shall be issued strictly in accordance with the scale which has to be laid down by the lab/ Instt.
- xv) Issue of some items purchased out of revenue funds like Tube lights, Bulbs, batteries, tyres & tubes, chokes, electric line testers, umbrellas, briefcases, computer cartridges, Floppy disks, CD-ROMs, CD-RW, brass civil engineering items etc. need to be regulated either by insisting the issue of a fresh one in exchange of the old one or fixing

time limit/ fixing quantity of issue as may be decided by the Director.

- xvi) The issue slip books shall be kept in safe custody by all drawees and shall be used by him only. Fresh issue slip books will only be issued after it is personally verified by the Dy. SPO (Store) that the all the issue slips of the book is consumed.

Return of store

All returns to stores will be governed by the following procedures.

- i) Capital items shall be returned to the stores when the same is no longer required in the division but are in working order so as to enable stores to get it issued to other division on demand.
- ii) The user is thus required to obtain a certificate from the inspecting authority to the effect that the stores returned now is in working order.
- iii) Before accepting the return voucher the store assistant will compare the details of item being returned with that of the original issue to ensure correctness of the serial number, make, model etc.
- iv) The receipt of such returned store shall be done by the concerned store assistant and will be countersigned by the Dy. SPO Store, the duplicate copy will be returned to the user and the original copy kept in store. All postings need to be completed immediately on the same day.

- v) Whenever a new demand arises, the used store shall be issued first vis-à-vis the new one available in stock till a committee declares them as surplus/ obsolete/ unserviceable.
- vi) The position of the returned store shall be reviewed by the dy. SPO/SPO at regular intervals to ensure that the returned stores do not get accumulated. In case no section/ division in the lab need these equipments, the same can be disposed off to the best advantage to the council.
- vii) A number of chemicals and other items that get accumulated in various divisions/sections and lie un-utilised for a pretty long period results in its damage, deterioration in quality, evaporation etc. besides depreciation in cost. In order to effect economy in expenditure on materials the HoDs shall prepare a list of such chemicals that are lying in their respective sections for more than a year without any usage and shall be reviewed by the Director every March so that its transfer to other sister labs could be considered is needed.
- viii) A return control register for return slips will also be maintained in line with that of issue control register.

Item Codes

Item Code	Description
A001	Automobiles
A002	Automotive Batteries
A003	Automobile Spares
A004	Automobile Tyres & Tubes
A009	Additives
AL 01	Aluminum
AL02	Alloy steel
B001	Building Materials - Cement
B002	Building Materials – Sanitary Fittings
B003	Building Materials – Timber
B004	Building Materials – Pipe Fittings
B005	Building Materials – Misc.
B010	Boiler
C001	Computer Hardware
C002	Computer Maintenance
C003	Computer Software
C004	Computer Consumables
CH01	Chemical – Laboratory
CH 02	Chemical – Misc.
D001	Drugs & medicines
E001	Electrical – Lamps, switches etc.

E002	Electrical wires & Cables
E003	Electrical Motors
E004	Electrical Furnace
E005	Electrical Misc.
EL01	Electronics Items Misc.
F001	Furnitures - Office
F002	Furniture – Guest House
F003	Furnishings – Curtains & Carpets
F004	Furnishings – Venetian Blinds
F005	Furnishings – Misc.
G001	Glassware – Laboratory
G002	Glassware – Misc.
G003	Gas - Industrial
G004	Gas - Refrigeration
G005	Gas - LPG
G006	Gas - Calibration
H001	Horticulture items
I001	Instruments – Testing
I002	Instruments – Meteorological
I003	Instruments – Measuring
I004	Instruments - Biomedical
I005	Instruments – RP System
I006	Instruments – Spin Casting

I007	Instruments – DG Set
L-001	Liveries
L002	Laboratory Supplies
M001	Mechanical items
N001	Engineering Supplies - Hardware
N002	Engineering Supplies - Blades
N003	Engineering Supplies - Electrodes
N004	Engineering Supplies – Tools
N005	Engineering Supplies – Misc.
P001	Paints, oils & Lubricants
P002	Printing items
P003	Photographic Materials
P004	Plastics
R001	Refrigeration & Air-conditioning
S001	Spares - Instruments
S002	Spares – Refrigeration
S003	Spares – Equipments
S004	Scrap
SE01	Safety Items
ST01	Stationeries
X001	Misc.

The codes mentioned above are illustrative. Labs may device their own code on the above pattern.

