

G.F. & A.R.

Presentation By:-
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STORES

- Term applies to all articles, materials, service procured/acquired for Govt. use.
 - It includes consumable articles in use/ accumulated for specific purpose, articles of permanent stock viz plant, machinery, instruments etc.
- Service = maintenance of office equipments, hiring of vehicles, equipments etc.

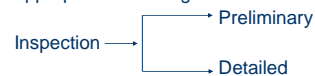
Purchase & Acquisition

Rules:-

- Purchase be according to stores Purchase Rules and to the instruction issued by the Govt.
- खरीद को टुकड़ों में ना की जाए। कमादेश को विभाजित ना करें (Purchases shouldn't be divided to avoid sanction by Higher Authorities)
- Purchase as per requirement.
- Budget provision be there.
- Completed sanction be there

Receipt of Stores

- Should be inspected, counted, measured or weighted when delivery taken Hand over to store Incharge to ensure quantity & quality
- Store receiving employee shall certify that he has actually received the material and recorded in appropriate stock register.



Preliminary Inspection

- That there is purchase order for that item on firm
- Supply made with time
- Supply read at the point mentioned in order
- Material read conform to specification, nominature, dissipation, mentioned in the firms challan

Detailed Inspection

- Quality 100%
- Quality inspection= manufactures mark, trade mark etc.(if proprietary items), size type, Dimension (L,H,W, thickness)
- Laboratory test
- When supply is satisfactory, Impacting officer shall order taking supply are registries & give a certificate-Inspected and found to conform with samples/specifications.

Detailed Inspection

- If not satisfactory- Draw attention of purchase officer. He can reject the supply & ask the supplier to replace. But if exigency is there- he may draw attention of HOD/H.O. with its recommendation of amt. To be deducted.
- Decision of acceptance/ rejection be given at the most with in a week of receipt of supply.

Inspecting Authority

Inspecting authority & purchase officer should be same. Store be inspected by I.O. subordinate officers in case of stores 2000-30000 & committee for more than Rs. 30000

- Custody and Account of stores
- Stock Account** – H.O.D./entrusted officer shall maintain suitable account inventories

Custody of Stores -



Issue of Stores

- Receive indent duly signed by authorised Identity officer Examine w.r.t. orders/instructions for issue of stores if issued receive written acknowledgement if unable to issue as per demand fully issue partly & indicate alternatives if possible/available.
- Transfer of charge of store- take proper receipt from successor

Physical Verification

- At least once in a year
- It shouldn't be entrusted to custodies or ledger keeper or Accountant of store.
- Never be left to low paid subordinates
- Physical Verification be also conducted by Director, Inspection Deptt.
- H.O.D. shall furnish a certificate to AD by 31st May each year

Surplus/Obsolete/Unserviceable Store

- **Surplus** –
Balance of stores held in excess of prescribed maximum limit/scale and stores remaining stock for over a year (ordinarily)
- **Obsolete/Unserviceable** –
 - Authority declaring stores obsolete/unserviceable shall specify the region for declaring.
 - While declaring unserviceable take into account the minimum period of serviceability of articles & vehicles

Committee for Inspection/Survey

- Committee = Sr. G.O.+AO./AAO/Acctt/TRA committee shall record a certificate for such inspection & list of articles submitted.
- In case of Vehicles
Committee = HOD/his nominee not <DLO
Sr. Most accounts officer of Organisation
Mechanical Engg.

Procedure for Disposal

- Order be issued by completed authority
- H.O.D. shall take n/a for disposal
- Survey Report be signed by H.O.D./G.O. satisfying that articles included in report have been ordered to be disposed officer
- Fix the service price

Publicity & Periodicity for aivclion

Value of surplus store	Periodicity	Made of Publication
Up to 0.50 Lacs	7 days	Notice Board of all Reg./Dvl.Hgrs, inform all local kabadies, dealing in
>0.50 to 2.5 Lacs	10 days	1. Notice Board of all Reg/Dvl Hgrs 2. One regional/state news paper- local edition
>2.5 to 10.00 Lacs	15 days	1. Notice Board of all Reg/Dvl Hgrs 2. One state news paper
> 10.00 Lacs	20 days	1. Notice Boards 2. One State New Papers 3. One All India Level News Paper 4. Any Trade Journal

Thanks