



# National Institute of Technology - Puducherry Karaikal - 609 609.

## Central Stores Manual 2019

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The procedures to be adopted for the stores to maintain the stock register but excludes the purchases to be made by the Institute Works Department.

### 1. Divisions of NIT - Puducherry:

- a) **Departments** : CSE, ECE, EEE, ME, CE and S&H.
- b) **Sections** : Administrative office, Academics, Physical Education, Health Centre, Hostel- (Boys & Girls), Network and Systems, Research & Consultancy, Library, Training & Placement and Faculty Welfare, P&D.
- c) **Committees** : Security, House Keeping, Cultural, NSS, NCC and Innovation Committee, Man Power.
- d) **Projects** : Project - Principal Investigators (PIs).

Note : If any new division(s) created by the Institute that will also fall under the respective category.

### 2. Classification of Stores : All stores procured shall be classified mainly into two categories:

- a) Non-Consumable Stores (NCS)
- b) Consumable Stores (CS).

#### a) **Non-Consumable Stores** : Articles satisfying anyone of the following conditions shall be classified as Non-Consumable Stores:

- i. Articles which are intended to be used over prolonged periods before becoming unusable or obsolete,
- ii. Articles having a significant disposal value,
- iii. Articles which are sub-systems, or parts of an equipment, which can be potentially repaired and reused,
- iv. Articles which are either fabricated, or assembled equipment, and which if bought as a single item would have been classified Non-Consumable Stores,
- v. Articles which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value,
- vi. Articles which can be upgraded either by replacing components / parts or which can be rendered obsolete by the release of new versions or editions.

*Examples:* Laboratory Equipment, Assembled Instruments, Brass Ware, Flower Pots, Lamp Stand etc. Fabricated Instruments, Gas Cylinders, Almirahs Steel, Motors, Networking Devices, Plot Printers, Welding Machine, Workshop heavy equipment (Lathe Machines, Drilling & Milling Machines, Power Saw, Wood Working Machines), Computers, Disk and other peripherals drives which are computer accessories, Software, Printers, Monitors, UPS, Telephones etc.

#### b) **Consumable Stores** : Articles satisfying any one of the following conditions shall be classified as Consumable Stores:

- i. Articles which exhaust with lapse of time,
- ii. Articles which are rendered unusable due to normal wear and tear,
- iii. Articles of equipment which do not fall in the NCS category.

*Examples:* (examples are indicative and not exhaustive) Chemicals, Medicines, Stationery items, Printer ribbons and Cartridges, Pen drive, Floppies, CD ROMs, Magnetic tapes, Chips and Electronic components like Resistors, Capacitors, Connectors etc, Electrical components like wire Switches, Plugs, Bulbs, Cells, Tool-bits and Hand tools etc.

If the spares are purchased for fabricating or manufacturing any equipment such spares are to be treated as Non Consumable items. However, if a spare is purchased to replace any spare of an equipment, such spare be treated as Consumable, provided such spare do not have any replacement value.

**3. Role of Central Store:** The role of the central store envisaged is as follows:

- I. Receipt of goods and materials.
- II. Monitoring and Maintenance of Asset Registers.
- III. Conducting Physical Stock Verification.

**I. Receipt of goods and materials:**

1. Goods received from supplier delivered to concerned divisions of NIT - Puducherry for technical competent verification. In the case of acceptance of goods, the concern indenter has to produce proforma, invoice, warranty certificate(if any), distribution list(if common purchase) and copy of approval letter (or) Purchase order for further process to the administrative office.
2. After receiving the proforma, the Store-in-Charge committee will refer to the relevant contract terms and all the materials will be counted, measured or weighed and subject to visual inspection at the time of receipt to ensure that the quantities are correct as per the invoice and there is no damage or deficiency in the materials.
3. Appropriate inventory number will be provided for the article.

**II. Monitoring and Maintenance of Asset Registers:** This section describes the records pertaining to stores that must be maintained by the Institute, Departments, Sections, Committees, PIs so as to facilitate proper stock verification, write-off and revaluation of stores, besides the transfer of stores.

**a). Non-Consumable Stores Register :** For all NCS items purchased by Institute / Departments / Sections / Committees / Projects, Non-Consumable Stores Register shall be maintained by the Central Stores as well as the divisions of NIT - Puducherry. Also, PIs should enter the Non-Consumable stores items of their projects to the respective department. Entries in the central stores NCS Register shall be made only after the inspection of the stores by the authorised Inspection committee. Once the Inspection Report is signed by the inspecting authority, the material will be entered in the NCS Register. Wherever possible, serial no. of the equipment must be entered in the NCS Register. Location of the asset must be mentioned in both the registers i.e the NCS Register maintained by the Central Stores and Departments/Sections/ Committees/Project Investigators. Each and every asset must be properly numbered at the time of issue and that number must be recorded in the relevant Registers.

**b). Consumable Stores Register :** All CS items purchased shall be entered in this Consumable Stores Register. For all the consumable stores received against the formal purchase orders, Inspection Report shall be prepared and signed by the inspecting authority. The CS Register shall be maintained by the concerned divisions of NIT - Puducherry only. All the items of consumable

nature purchased directly must be entered in the CS Register within 15 days from the date of receipt of material.

**c). Physical Verification :** A physical verification of all the Non-Consumable goods and materials will be verified by competent authority and store-in-charge committee once in a year and the outcome of the verification will be recorded in the corresponding Register. Discrepancies, if any, shall be promptly investigated and brought to account. The followings are the procedure for verification of assets:

1. Verification shall always be made in the presence of the officer, responsible for the custody of the inventory being verified.
2. A certificate of verification along with the findings shall be recorded in the stock Register of respective division.
3. Discrepancies, including shortages, excess, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action.

**III. Transfer of Stores :** Transfer of stores within the institute from one division of NIT - Puducherry to another can be done by using the Stock Transfer Form available in the Central Stores. For transfer of items, the explicit written approval of the Director will be required. The transfer must be duly recorded in the relevant stock registers of Central Stores as well as the divisions of NIT - Puducherry.

**4. Write-off, Condemnation and Disposal :** An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the Institute or when the item is beyond economical repair: An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment be disposed off in the best interest of the Institute as per the following guidelines with prior approval of the Director

- a) Wherever possible, the stores/equipment is traded under buy back scheme, so as to reduce the cost impact on the new stores/ equipment.
- b) If the above option is not available, the property and equipment be sold out rightly with due procedures.
- c) Obsolete, unusable materials beyond economic repair be disposed off as per procedure.

A sale account will be prepared for goods and disposal duly signed by the officer who supervised the sale or action.

In case the division is unable to sell the item even at its scarp value, it may adopt any other mode of disposal including distraction of the item in an eco-friendly manner.

**4. Upgradation :** In case of upgradation of assets, the old asset which has been upgraded will be treated as written off i.e. its value will be written off from the records. The upgraded new asset will be entered in the records by raising a upgradation form and the sum of the cost of old asset and the additional cost paid will be considered as the cost of the upgraded asset.

**5. The Write-off / Condemnation Committee shall consist of**

- a) HOD/Section Head/Convenor of Committee/PI- Chairman
- b) Indenter/Faculty/Staff concerned (User) - Member
- c) Store-in-Charge Committee Members - Member
- d) In-charge (P&D) - Member

