

STORES

- ❑ All stores are purchased subject to budget, sanction of competent authority and delegation of powers – Art 123
- ❑ All purchases shall be as per the policy of the govt and procedures prescribed-Art 124
- ✓ Policy- Indigenous products be given preference of 10%
- ✓ local products be given 5% preference
- ✓ SSIs be given 10% preference
- ✓ Cooperative societies-5% preference

- Procedure for purchases – Art 125

- ✓ Open tender- Above Rs 5.00 Lacs
- ✓ Limited tender- Above Rs 20,000 qnd less than Rs 5.00 Lacs
- ✓ Single tender- Less than Rs 20,000
- Process involved:
 - ✓ Preparation of tender schedule
 - ✓ Sale of tender forms
 - ✓ Advertisement in papers

✓ Documents to be submitted:

- Registration of firm
- Partnership deed
- Educational qualifications certificates
- IT returns of three years
- GST returns
- Experience certificate
- Bank updated statement
- Earnest Money Deposit (EMD) @ 2%

- Last date of tenders- 21 days
- Constitution of Purchase committee
- Purchases made without tenders will be questioned by audit authorities-Art 126
- Acceptance of tenders- Art 127
- Opening of tenders-procedure
- Lowest bidder to be selected
- Negotiation with firms
- Passing off of lowest tender
- All tenders to be checked by AG
- Security deposits @ 10%

- ✓ Limited tender system
- ✓ Single tender system
- Agreements have to be made with the selected bidder –Art 128
- ✓ Agreements as per Appendix 4
- ✓ On the name of the Governor
- ✓ Payments to be made after supply of stores
- Security to be obtained from bidder-Art 129
- ✓ @ 10%
- ✓ HOD can exempt in respect of reputed dealers

- ❑ All contracts to be examined by AG and report to the govt. of any lapses-Art 130
- ❑ Agreement form is in Form 9 format-Art 131
- ❑ Separate stock accounts to be maintained in r/o raw materials, Art-133(a)
- ❑ Separate stock accounts to be maintained in r/o furniture- Art-135
- ❑ Valuation of the stocks- Art 136
- ❑ Receipt and disposal of stores-Art 137
- ❑ Stocks to be issued as per indent-Art 138

- ❑ Inspection of stores-Art 139
 - ✓ By a responsible officer
 - ✓ At least once a year
 - ✓ Submit a report of write off (Appdx23 and Art 297)
- ❑ Condemnation of Unserviceable articles by wear and tear- Art 140
- ❑ Condemnation for reasons other than wear and tear-Art 142

- ❑ Verification of stores-Art 143
- ✓ Not to low paid subordinate
- ❑ Verification at the time of transfer-Art 144
- ✓ HoO is also responsible for the upkeep of materials
- ❑ Discrepancy in stores-reasons- Art-145
- ✓ Reasons-
 - Incorrect accounting
 - Loss due to fraud, theft, negligence
 - Unavoidable cause

- ✓ Cause enquiry for reasons of loss
- ✓ Fix responsibility
- ✓ Loss amount involved
- ✓ Recommendation for recovery of loss
- ✓ Report to the competent authority
- ❑ AG will conduct audit of stores-Art 146

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- Art 294- Loss of property
 - Report to the HOD/Govt
 - Art 297- Write off of losses as per provisions of Accounts code-I art 81 and art 82
 - Art 298- Losses of stores-
 - Reasons to be recorded
 - Sanction of write off to be obtained

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- ◉ Losses due to depreciation
 - ◉ Wear and tear
 - ◉ Fluctuation of prices
 - ◉ Neglect after purchase
 - ◉ Lack of foresight
 - ◉ Loss due to other reasons
 - ◉ Theft
 - ◉ Natural calamities

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- Art 300- Enforcing responsibility for loss
 - Art 301- Departmental enquiries in respect of losses
 - Art- 302- Prosecution for embezzlement of public money