

# **Store Rules**

## **Revised Addition**

### **1. Classification of stores:**

All stores procured shall be classified into following three categories:

- (A) Major Asset (MAS)
- (B) Minor Asset (MIA)/ Limited Life Time Asset (LLTA)
- (C) Consumable Stores (CS)

#### (A) Major Assets (MAS):

Stores satisfying any one of the following conditions shall be classified as major Assets.

- (i) Stores, which are intended to be used over, prolonged periods before becoming unusable and/ or obsolete.
- (ii) Any item, which is classified as Major Assets (MAS) by the standing committee (as given in note below) constituted for this purpose.

Examples: Laboratory Equipment, Assembled Instruments, Brass Ware, Flower Pots, Lamp Stand etc. Fabricated Instruments, Gas Cylinders, Almirahs Steel, Main frame computers/servers, Motors, Networking Devices, Plot Printers, Welding Machine, Workshop heavy equipment (Lathe Machines, Drilling & Milling Machines, Power Saw, Wood Working Machines) etc.

#### (B) Minor Assets (MIA ) or Limited Life Time Asset (LLTA)

Stores may be classified as Minor Assets or “Limited Life Time Assets” for the items with a life of 4-5 years. Examples: All Laboratory Equipment, (Power supplies, CVTs/CRO etc.), type writers, accessories and audiovisual systems, All room fixtures (door closers, blinds, boards, wall/ exhaust fan etc.), UPS, Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc.), Battery chargers, Computer Accessories, Work Stations, Photocopying Machines, Multimedia Projectors, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modems/hubs (Routers) switches, Personal Computers, Portable Generators, inkjet/laser printer Small portable electrical hand tools (Hand drill, planners, grinders etc.), Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, CCTV cameras etc.

#### (C) Consumable Stores (CS):

Stores satisfying any of the following conditions shall be classified as Consumable Stores.

- (i) Stores, which exhaust with lapse of time.
- (ii) Stores, which are rendered unserviceable due to normal wear and tear.
- (iii) Stores, which have negligible disposal value.

Examples: Chargeable and non-chargeable batteries, Chemicals & plastic material, Components installed inside the Cabinet of the Personal Computers (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc.), Electrical items like plugs, tops, switches, fixtures, heater plates etc., Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc.), fabrication materials like Metal sheets, rods, wires, Glass and Quartz ware, Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc.), plant pots. Light sources (bulbs, tubes, laser pointers etc.), Optical components like Lenses, Prism, Gratings, filters, optical fibers, patch cord etc., printer consumables (Ribbon, Cartridges etc.), Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc.), tubing (copper, Aluminum, rubber, PVC etc.), umbrellas & raincoats, Workshop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc.), Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Daris / Carpets & other cloth items, Electric wires / UTP Cables / Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler, Heating mantles, Iron meter, Keyboard, mouse and speakers, Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc.), Magnetic tape, Medicines, Non electrical balance, pH meters, Plastic buckets. Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs. 10,000/-), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

NOTE: The Competent Authority may constitute a standing committee to resolve any confusion in classifying the assets not covered above.

## **2. General Rules:**

1. Stock registers for all Major Assets, Minor Assets and Consumables should be maintained separately in each department and kept with the concerned Head of the department.
2. Stock Registers for Major Assets and Minor Assets shall also be maintained separately in each laboratory.
3. Stock Registers for Assets and consumables purchased under project shall be maintained separately by the concerned PI and at the closure of the project the items assets and consumables have to be transferred to the stock register of the Institute.
4. Stock Registers (for all Major Assets, Minor Assets and consumable items) for each Project shall be maintained separately (and kept with the concerned Laboratory/ P.I.) but all the assets shall also be entered simultaneously in the departments T & P register.
5. Details of the assets & consumables shall simultaneously be intimated to the Material Management Section by the different departments as and when purchase is made by them.

### **3. Store Verification:**

The annual verification of all Major and Minor Assets of all laboratories in the Department shall be done by the verifying officer appointed by the Head of the Department and the O.C. laboratory at department level and also by a centrally appointed committee including a member of Material Management Section. On recommendations of the O.C. and verifying officers of all laboratories regarding the irrecoverable losses and losses due to stores lost, or rendered unserviceable due to fair wear and tear the Head of the Department /Centre/ Unit will constitute the committee for survey of unserviceable (Major & Minor Assets) in their respective department. This committee of the Department shall inspect such losses and fix their depreciated value. It will also pin-point responsibility for losses of items found short and shall recommend as to how these are to be made up/paid for by the individuals responsible for the loss. The report of the committee shall be considered by the Department Policy Committee and its recommendations in respect of major assets shall be sent to the Deputy Registrar / Assistant Registrar (Material Management) on prescribed Proforma, for consideration by the Institute Technical Committee for writing off and disposal.

### **4. Writing off and disposal of Unserviceable Stores:**

(a) On the recommendation of DPC, the Head of the department may allow writing off the minor assets with intimation to the Deputy Registrar / Assistant Registrar (Material Management).

(b) On the recommendation of DPC, the Head of the department may send the proposal for writing off the major assets to the Deputy Registrar / Assistant Registrar (Material Management).

(c) The Competent Authority shall appoint an Institute Technical Committee which shall examine the proforma- sent by the Departments etc. and shall recommend the Major Assets which are actually unserviceable /beyond economic repair/beyond local repair, to be considered for writing off, by the Competent Financial authority. The Technical Committee may delete those items, which in its opinion, are serviceable or are not beyond local/economic repair. Thereafter, prescribed proforma will be forwarded to the Deputy Registrar/Assistant Registrar (Material Management), for consideration by the Competent Authority. The composition of the Technical Committee shall be as under:

(i) One Professor to be nominated by the Director for three years who shall be the Chairman.

(ii) One Faculty member/Officer nominated by the concerned Department/Limb of the Institute for a period of three years.

(iii) Two other Faculty Members as members to be nominated by the Director for a period of three years.

(iv) One Faculty Member/Officer as member from outside the concerned Department to be nominated by the concerned Department/Limb of the Institute for a period of three years.

(d) The recommendations of the Institute Technical Committee (ITC) are to be considered by the Competent Financial Authority (CFA) to write off as under:

CFA	Normal Wear & Tear, Individual Item Costing (Rs.)	Abnormal Wear & Tear, Individual Item costing (Rs.)
Head of the Deptt.	Nil	Nil
Director	Above 15000	Any amount
BoG	Above 20.00 lacs	Above 2.00 lacs

After approval of the Competent Financial Authority, a proper notification for writing off is to be issued by the Deputy Registrar/Assistant Registrar (Material Management)

#### **5. Institute Disposal Committee:**

The stores, written off, will be inspected and auctioned by the Institute Disposal Committee (IDC). The committee shall consist of the following members:

- (i) One Professor to be nominated by the Director, who shall be the Chairman for a period of three years.
- (ii) One Faculty member nominated by the concerned Department/Limb of the Institute for a period of three years.
- (iii) A Member Secretary to be appointed by the Director for a period of three years.
- (iv) An Assistant Registrar (Material Management) as the Joint Member Secretary to be appointed by the Director for a period of three years.

Items are required to be disposed in line with guidelines/rules of govt. for hazardous & non-hazardous items.

#### **Notes:**

1. These rules may be revised as and when required but not later than 3 years.
2. For the purpose of this document Head of the department (Head) is the Head of academic department/ Centre/ Unit/ Dean/ Registrar/ Estate and Works/ GATE/ JEE/ ICC/ IIC/ Library/ Hospital/ Students Activities etc.