

Vidya Prasarak Mandal's Thane  
**Maharshi Parshuram College of Engg.**  
Velneswar

**Stores & Purchase Manual**



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# STORES & PURCHASE DEPT

## **TEAM MEMBER**

### Central Purchase committee

- Director
- Principal
- Store keeper
- Respective HoD /Librarian / Warden /Physical Instructor /
- Project Officer



# Send approved SR to Stores

## Accepting SR by Stores

If Material in Stock

If material not available in stores

### Distribution of Material

Against stores requisition  
Signed by the requisitioned  
& approved by an authority.  
(HOD)

Ask to respective dept. person  
to fill the Purchase Requisition  
and send it to stores for further  
procedure.

Stores will be searching Collecting  
Quotations from Vendors, make  
comparative statement min. 3  
vendors

evaluation & recommendation by  
requisitioner (in case of technical  
items, equipments

### Release Approved PO

Approval of appropriate authority  
for purchase as per  
recommendation after proper terms  
& conditions i.e quality, delivery  
schedule & payment terms.

Receive the Materials & make  
entries in Inward stock registers  
Make Entry in Central DSR & Dept.  
Stock registers

### Distribution of Material

Against stores requisition signed by  
the requisitioner & approved by an  
authority (HOD?)



# PURCHASE REQUISITION (PR)

Purchase Requisition is prepared only for the requirement of materials (e.g. Lab Material, Equipments, Instruments, Capital items, Printing Material or Stationery (if not available in stock) etc.

## PR Format:

Combine Items of similar nature only in one requisition , so that preferably one supplier is able to complete full supply & there is no need to split order on 2 different suppliers.

Purchase Requisition book will be given to all department Heads. (with book number & Page Sr. No.)

Purchase Requisition Copy		
Copy	Colour	Related to
1 <sup>st</sup> Copy	White	Stores Dept
2 <sup>nd</sup> Copy	Yellow	Accounts Dept
3 <sup>rd</sup> Copy	Pink	Book copy

The time required for procurement is roughly as under:

1. Stationery items / Housekeeping items -15 days
2. Printing Material – within 30 days
3. Major Capital Items – Minimum 2-3 **Month** depending on funds position & approval from Managing Trustee







Vidya Prasarak Mandal's  
**Maharshi Parshuram College of Engineering**

Hedvi Guhagar Road, At : Velneshwar, Taluka : Guhagar,  
Dis. : Ratnagiri, Maharashtra 415729

**PURCHASE REQUISITION**

No. : 063

Date: \_\_\_\_\_

From \_\_\_\_\_

Dept. \_\_\_\_\_

Lab/Sub Dept./Section : \_\_\_\_\_

Sr. No.	Material Description	Specification	Qty.	Unit	Remarks

\_\_\_\_\_  
Prepared by  
Name & Sign. of the Intender

\_\_\_\_\_  
HOD  
Name & Sign.

\_\_\_\_\_  
Approved By  
Principal / Director





Indenter (who requires material) has to fill up all the necessary blank columns of the P.R. book.

Indenter should sign "Prepared by column", take the approval from respective HoD / Principal & submit the 1<sup>st</sup> & 2<sup>nd</sup> Copy of PR to S & P Dept. for record & accounting purpose. (Filled up, but not accepted or not approved P.R. will remain in the P.R. book).

After receipt of approved P. R., the S & P department shall call the quotations from required no. of vendors / suppliers and prepare pre-negotiated comparative statement and submit it to Central Purchase Committee (CPC). Indenter or HOD may be involved during negotiation for technical Items.

CPC must have store keeper, HOD(respective Dept.) Accountant & Principal/Director)

CPC shall scrutinize the propositions of offers and give reasonable opportunity for offering lowest possible quote / no regret price. After this, CPC shall select the supplier / vendor with due reasons offered and sign the document. All CPC members sign the comparative statement after selection of vendor who will get the order.

Store keeper, then, shall issue P.O. / W.O. with specific terms & conditions in consultation with HoD and release the P.O. after approval of Principal.





The material / items received shall be entered in the Inward register at Security/Main office in a prescribed format and stamped delivery challan along with goods shall be handed over by the security/Main Office to store keeper.

The Store keeper shall verify goods as per delivery challan, make entry in respective stock register, give item code and hand over to the respective department. (against a Store issue form/Requisition.)

The store keeper has also to maintain departmental dead stock register, enter the new goods into it counter-signed by respective HOD.

Authorization for payment by Accounts dept. shall have signatures indicating satisfaction and compliance of P.O. of HOD and store keeper. Of this prescribed format, one copy shall be retained by stores and the other handed over to Accounts dept to release payment.

Accounts dept. shall release the payment after confirming that all documents needed to do the payment are available with them in original and then only should release the payment in compliance with various Laws applicable.



Distribution of P.O. Copies is as follows:

1 <sup>st</sup> Copy	Accounts Dept
2 <sup>nd</sup> Copy	Vendor
3 <sup>rd</sup> Copy	Respective Dept
4 <sup>th</sup> Copy	Stores & Purchase Dept





# Format of Purchase Order : ( Example given below )

	Vidya Prasarak Mandal, Thane's Maharshi Parshuram College Of Engineering Hedvi Guhagar Road, At: Velneshwar, Taluka: Guhagar,		Tel No. 02359-205237 / 38 E-mail: mpcoe@vpmthane.org URL: www.mpcoe.org		
	<b>PURCHASE ORDER</b>				
Vendor Name & Address: <b>M/s Pratham Printers</b> Address : Shop No. 51 & 52, Parkar Complex, Chiplun. Dist. Ratnagiri - 415605		P. O. No. : <b>MPCOE/ADMN/ENVELOPS/2013/05</b> Date : 15/09/2013 Budget Code : Vendor Ref. : 28/08/2013			
kindly arrange to send the below mentioned material to our MPCOE, as per given Terms & Conditions.					
Sr. No.	Material Description	Qty.	Unit	Rate	Total Amt.
1	<b>White Envelops</b>	300	Nos.	2.25	675.00
	<b>Printing &amp; DTP</b>				300.00
Total Amount					<b>975.00</b>
<b>( Rupees Nine Hundred Seventy Five Only )</b>					
<b>Terms &amp; Conditions : -</b> 1) If Matrial found mistake will be rejected. 2) Payment within 3 Days after Material recd. . 3) Payment Mode : Cheque Only. 4) Material Require within 3 Days after Approval. 5) Inclusive of all taxes, VAT etc.			Vidya Prasarak Mandal's Maharshi Parshuram College of Engineering  <b>Authorised Signatory</b>		





As mentioned in previous page that if material is available in stock then Stores issue form will be filled by the Indenter i.e. only stationery/printing & promotional/advt. items can be allotted against the store requisition forms. Stores Requisition Book will be given to all department Heads (with book no.& Sr. no.)

Indenters should fill up all the require columns and take approval from their HOD/Principal/Director and give the requisition to Stores.

### Format of Store Issue:



Vidya Prasarak Mandal's  
**Maharshi Parshuram College of Engineering**

Hedvi Guhagar Road, At : Veinেশwar, Taluka : Guhagar,  
Dis. : Ratnagiri, Maharashtra 415729

#### STORES ISSUE / REQUISITION SLIP

No. : 088

Date: \_\_\_\_\_

From \_\_\_\_\_

Dept \_\_\_\_\_

Lab/Section : \_\_\_\_\_

Sr. No.	Material Description	Item Code	Qty.	Unit	Remarks

Prepared by  
Name & Sign

HOD  
Name & Sign.

Receiver's Signature  
Name & Sign.

Distribution of Stores Requisition Copies is as follows:





1 <sup>st</sup> Copy	Stores Dept
2 <sup>nd</sup> Copy	Book Copy with dept.

## **(A) Returnable Gate Pass (RGP)/Non-Returnable Gate Pass (NRGP):**

This form is to be filled by dept. Head while sending the material for repairing/servicing or replacement purpose, and also even filled by Stores Dept. if any Non-Consumable Stationery (Punch, Stapler, Steel Scale or Pen Stand or Web Camera) will be require by faculty or staff. All columns should be filled by Indenter and get approval Of HOD/Principal/Director, If Material sent outside out of the MPCOE Campus then receiver or collector should sign in the Received columns with name & Contact Number. This forms will be kept in Stores Dept./Main Office.

HOD should tick or highlight on whether material is returnable or Non-Returnable.

In Remark column they should specify whether material is being sent for repair/demo/presentation and mentioned the expected date of return material if Material is Returnable.

RGP/NRGP forms will be in four pages including book copy.

### **RGP / NRGP Copy Distribution**

1 <sup>st</sup> Copy	Stores & Purchase Dept
----------------------	------------------------





2 <sup>nd</sup> Copy	Vendor Dept
3 <sup>rd</sup> Copy	Security Dept
4 <sup>th</sup> Copy	Book copy

**Format of RGP/NRGP ( Returnable Gate Pass / Non-Returnable Gate Pass ) : -**







Vidya Prasarak Mandal's

## Maharshi Parshuram College of Engineering

Hedvi Guhagar Road, At : Velneshwar, Taluka : Guhagar, Dis. : Ratnagiri, Maharashtra 415729  
Tel. No. : 02359-205237 / 38 Email : mpcoe@vpmthane.org

### MATERIAL GATE PASS

Date: \_\_\_\_\_

No.: 031

To, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type: RETURNABLE / NON-RETURNABLE  
(Please strike out which is not applicable)

Sr. No.	Description	Item Code	Qty.	Purpose	Remarks
Total Quantity Received					

Prepared by \_\_\_\_\_

Authorised by \_\_\_\_\_

Received by \_\_\_\_\_

### (B) Own Goods Received (OGR)

The forms are kept with Stores Department Only. If any Material returns in campus which was sent previously against RGP/NRGP. Security Dept. should inform to Stores Department





if any material comes in MPCOE Premises. Then Duly fills the OGR forms after physical checking the material as well as checking of RGP/NRGP such as Qty, status, rate.

Stores Department will Sign the OGR form after filling up all necessary information Stores Department obtains sign of the respective dept.on OGR. Stores Dept. Should mentions the RGP/NRGP details on OGR form & strikeout the pending Gate Pass entry.

Format of OGR:

<b>MAHARSHI PARSHURAM COLLEGE OF ENGG.</b> Velneshwar			
<h2 style="margin: 0;">O. G. R.</h2>			
Date: _____		OWN GOODS RECEIVED      No _____	
Name : _____			
Add : _____			
Sr. No.	Material Description	Qty,	Remark
<b>TOTAL</b>			
RGP No : _____  Date : _____		Time In : _____  Recd. Sign : _____	
Prepared By _____		Material Checked By _____	





# Direct Purchases

If material requirement is on urgent basis then take written approval from **Sanctioning Authority** \* on P.R. & make purchases directly. The bill for direct purchase has to be submitted with approved P.R./Bill to stores & Purchase Dept. within **4** days from date of purchase.

\*The Sanctioning authority for direct purchases:

Sr. No.	Cost of Purchases (Rs.)	Sanctioning Authority
1.	Up to Rs. 1000/-	HOD & Stores & Purchase Department Head For Individually Item for every month
2.	1000/- to 10000/-	HOD, Principal & CPC
3.	Above Rs. 10000/-	HOD, Principal & Director

e.g. – Rubber stamp making/Binding books, tonner refilling (on Emergency), postal/revenue stamp purchases etc.





## List of Registers & Files:

### I. Maintained by Stores Department:

#### a. Registers:

- Inward Register (Computerised Record )
- RGP/NRGP Register (Computerised Record )
- Purchase Order Register ( Computerised Record )
- Bank Payment Register (for stores record)
- Loan Register. (temporarily material taken out (Cloth, Camera, etc.)
- (Consumable Register/Central Dead Stock Register)
- Stock Register (for brief Record )
- Scrap Register

#### Files:

- RGP/NRGP File
- OGR File
- Stores Issue File
- Purchase Requisition File
- Purchase Order File
- Challan file
- Invoice file (with full sets of P.R.,P.O.,Comparative Sheet & challan) Dept.wise





## **II. Maintained by Department:**

### **a. Registers:**

- Inward Register
- Outward Register
- Dept. Stock Register
- Consumable Register
- Lab Register (for dept. lab)
- Scrap Register (Dept.wise)

### **b. Files:**

- Dept. Files ( as per Dept. recommendation)



**Stores Procedure Information**



**(I) Material Inward.**

**(II) Allot the Item Code to material.**

**Material Inward.**

Stores Person will ensure that the material is of correct specification and as mentioned in Purchase Order and will make the entry in consolidated Stock Register & also in computerised record.

If any vendor brings material personally then call respective Dept. Lab Person for technical help alongwith their Dept. Stock Register & Lab Register. Material recd. in store after proper check, both person should sign the vendors challan/Invoice copy and kept the original copy for stores record. Material Entry will be done in consolidated Register(Inward Register) First, Secondly same time entry will be done in central Stock Register/respective Dept. Dead Stock Register and their Lab Register (All this 4 registers should be tallied with each other with correct specification, qty, page no. & Item Code etc. & signed by HOD, Lab Incharge/Asistant & Principal.

Consolidated Register – Store Keeper & Principal  
Central D S R . – HOD & Store Keeper  
Dept. D S R . – HOD/Store Keeper & Lab Person  
Lab Register – Lab Person & HOD

**Allot the Item Code to material.**





Further we have designed subcoding no. for dept.labwise

For Example. ADMN dept. have been given again code no. for their sub dept individually.

**ADMN = 01**

Sr.No	Dept.	
1	Bldg. No. A1	A1
2	Board Room	BR
3	CAMPUS	CAMP
4	Class Room	CR
5	Departmental Office	DO
6	Director Office	DI
7	Estate Room	EST
8	Faculty Room	FR
9	Gyaneshwari 1	G1
10	Gyaneshwari 2	G2
11	Gyaneshwari 3	G3
12	Gyaneshwari 4	G4
13	Gyaneshwari 5	G5
14	HOD Room	HO
15	House Keeping	HK
16	Laboratory01	LB01
17	Laboratory02	LB02
18	Library	LIB





After receiving the material and entered in to stock registers the main & important part of stores is started i.e. Alloting the Item code no. to the material.

We have done many exercises regarding how to allot the Item code in a way so that it can be easily given & traced by MPCOE responsible staff.

College Name,Dept.code No./Lab code No./year of Purchase/shortform of material/cont. no.

M1/

We have keep 1<sup>st</sup> letter is **M** for all item code for all dept. **M** stands for Maharshi Parshuram College of Engg. Further code numbers to all dept. are given as follows : -

Dept.	Code No.
ADMN	- 1 (Administration)
ASH	- 2 (Applied Science & Humanities)
COMP	- 3 Computer
CIVIL	- 4 Civil
ELECTRICAL	- 5 Electrical
EXTC	- 6 Electronics & Telecomm.
Mechanical	- 7 Mechanical
Instrumentation	- 8 Instrumentation





Further we have designed subcoding no. for dept.labwise

For Example. ADMN dept. have been given again code no. for their sub dept individually.

**ADMN = 01**

<b>Sr.No</b>	<b>Dept.</b>	
1	Bldg. No. A1	A1
2	Board Room	BR
3	CAMPUS	CAMP
4	Class Room	CR
5	Departmental Office	DO
6	Director Office	DI
7	Estate Room	EST
8	Faculty Room	FR
9	Gyaneshwari 1	G1
10	Gyaneshwari 2	G2
11	Gyaneshwari 3	G3
12	Gyaneshwari 4	G4
13	Gyaneshwari 5	G5
14	HOD Room	HO
15	House Keeping	HK
16	Laboratory01	LB01
17	Laboratory02	LB02
18	Library	LIB





Item Code No.	Dept.	
20	Maintenance Dept.	MNT
21	Office Staff	OS
22	Entrance Passage 1 st Floor A1	EPA1F
23	Placement	PLMN
24	Principal Office	PRNC
25	Store Room	STR
26	TEMPERORY No.	TEMP
27	Tutorial Room	TR
28	VPM BLDG.	VPM
29	Gents Bathroom A1 Ground floor	A1GGT
30	Ladies Bathroom A1 Ground Floor	A1GLT
31	Gents Bathroom A1 1st floor	A1FGT
32	Ladies Bathroom A1 1st Floor	A1FLT
33	Gents Bathroom A1 2nd floor	A1SGT
34	Ladies Bathroom A1 2nd floor	A1SLT
35	CANTEEN	CNTN
36	TEACHER BLDG. NO.1	TCH1
37	TEACHER BLDG. NO.1	TCH2
38	TEACHER BLDG. NO.1	TCH3
39	TEACHER BLDG. NO.1	TCH4





Suppose we take another Main Dept. i.e. ASH (First Year – Applied Science & Humanities ) then sub lab coding to be given as per given below : -

### ASH = 01

Item Code No.	Dept.
1	PHYSICS
2	CHEMISTRY
3	COMPUTER CENTER
4	LANGUAGE LAB
5	BEE
6	ENG. MECHANICS
7	WORKSHOP
8	DRAWING LAB
9	ELECTRICAL ( First Year )





If we take Computer Dept. for coding then for Second Year then coding should be as per given below: -

Item Code No.	Dept.
1	Computer Lab = (2nd year)

Followed by rest dept. CIVIL, Electrical, EXTC,  
MECHANICAL & INSTRUMENTATION & their sub dept.  
code no.

#### Annexures

1. Blank purchase requisition form
2. Blank quotation form
3. Blank advertisement form
4. Blank comparative statement form
5. Blank final comparative statement with recommendation form
6. Blank purchase order form
7. From Vendor, delivery challan
8. Blank format dead stock register central
9. Blank format dead stock register department
10. Copy of GRIN with HoDs' signature
11. GRIN No. for the item (To be printed, painted on the item).
12. Blank format to release payment–Customer Satisfaction Report (by requisitioner)
13. Blank payment made format with docket no.
14. Item issue form.





# Welcome Kit Items to All Teachers / Staff

## Welcome Kit

### (A) Teaching Staff - (After 2 Days of joining Date)

Faculties & Professor, HOD's :-

Items	Qty.	Frequency
Writing pad	- 1 ( No.2 Size)	- Once (NR)*
Pen, pencil	- 1 each (Regular)	- Once (NR)
Eraser, sharpner	- 1 each (Regular)	- Once (NR)
Stapler	- 1 (standard)	- Once (R)*
Stapler Pins	- <b>Collect from HOD (Each Dept.)</b>	(NR)
Punch machine	- 1 (Regular)	- Once (R)
Pen Stand	- 1 (medium)	- Once (R)
Steel Scale	- 1 ( Big Size )	- Once (R)
Fullscape Paper	- 4 Doz	- Per Sem. (NR)

### (B) Non- Teaching Staff - (After 2 Days of joining Date)

Lab. Assistant/Clerk & Others :-

Writing Pad	- 1 qty ( No.1 Size)	- Only Once (NR)	b)
Pen	- 1 qty (Regular)	- Only Once (NR)	

### ( If Additional Material Required/Permitted by HOD )

Stapler, punch m/c , pencil, eraser, sharpner & steel scale, etc. - Only Once ( R )

**For HOD's** – Highlighter, pen, pencil, w/pads (med) – 1 qty each will be once in a Semester ( NR ) or on returning the consumed one (e.g. highlighter)

\* NR – Non-Returnable , \*R - Returnable

*Submitted to  
Prinicipal*

*[Signature]*  
ST. JAMES



approved  
Kindly proceed  
*[Signature]*  
2.11.2013