

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY
H-169, Chitvan Estate, Sector-Gamma, Greater Noida City
Distt. Gautam Buddha Nagar (U.P.)

Ref. No.: MSD/Sys/2000/797
Dated: 5th October, 2000

Office – Order

A system for the **PURCHASE AND STORE FUNCTION FOR STREET LIGHT MAINTENANCE** is being circulated with this office order. Any change/modification/amendment to this can be done only after taking approval from the CEO. The system will be followed with immediate effect.

Sd/-
(Brijesh Kumar)
C.E.O.

Copy for information and necessary action:-

1. P.A. to Chairman, for information please.
2. All Officers through Group-wise mail.
3. Officer Order folder on the computer.

(Brijesh Kumar)
C.E.O.

SYSTEM FOR PURCHASE AND STORE FUNCTION FOR STREET LIGHT MAINTENANCE

Order No. MSD/SYS/2000/797

Dated : 05/10/2000

1. PURCHASE PROCEDURE

1.1 Administrative approval

Prior to the commencement of each financial year, **Electrical Work Circle** shall prepare a detailed estimate for the year of all the prevalent consumable items of purchase along with product specification where required. The list shall then be got approved from C.E.O./ACEO/ DCEO in keeping with the budget allocated during the year. The Administrative approval will be given as follows:-

- ◆ C.E.O./A.C.E.O/D.C.E.O. Full Powers for consumable items.
- ◆ GM(PROJECT) 1.00 lakhs for consumables items

Purchases will be made from time to time according to this list .For items not included in this list, separate administrative approval will have to be obtained as above, as and when required.

1.2 PURCHASE PROCEDURE

- **1.2.1** The material shall be procured only from manufacturer/Authorised Distributor.

Financial sanctioning authority is as under:-

- ◆ C.E.O./A.C.E.O/D.C.E.O. - Full Power.
- ◆ GM(PROJECTS) - 1 lac

- **1.2.2.** For purchases for consumable items in which regular purchases are made throughout the year, based on the yearly estimates, a tender will be floated and standard suppliers will be selected through whom the purchases shall be made throughout the year. Only manufactures/authorised distributors are allowed to participate in the tendering process. A rate contract agreement shall be entered into with the lowest tenderer and material shall be procured by Sr. Manager (Elect.), as per the monthly requirement. The tender committee for this would be constituted as under:

1. GM (Project)
2. Sr.Mgr (Finance)
3. Sr Manager (Technical)

- **1.2.3. Purchases On Quotation Basis -.**

This procedure will be followed for purchases UPTO Rs 50,000/- in value. Purchases can be made on quotation basis under the following circumstances

For items of purchase where purchase

- is of urgent nature
- or,
- the value of the items to be purchased is not substantial and therefore tendering would be a costly method
- or,
- is of specialized nature
- or,
- is being purchased from Authorized distributors only.

In other cases CEO's specific permission to do away with the procedure of tender is required.

The quotations will be collected and evaluated by the committee given below **if the CEO has accorded administrative approval for purchase and doing away of the procedure for tender .**

Committee

- GM (Projects)
- Sr.FAO
- Incharge (Electrical division).

The committee will put up its recommendations to the following for approval

- **DCEO/ACEO** **For purchases upto 50000/-**
- **CEO** **FULL POWERS**

1.3 ADHOC PURCHASES:

In exigencies and for ad hoc requirement authorization to purchase consumables in case there is no stock in the store the **divisional heads** can make purchases upto 5000/- at one time but not more than 15000/- in a year, and who shall verify the reasonableness and correctness of rates.

Stocks thus purchased will have to be intimated to the store in-charge and entered into the concerned registers and bills subsequently before the reimbursements/adjustment of advance is made.

1.4 PLACEMENT OF ORDERS

Purchases will be made against a purchase order (format 1) issued by Sr. Manager (Electrical) on the Approved Supplier after obtaining a formal approval as detailed above. The Purchase Order shall be computer generated and shall be issued in TRIPLICATE

- i. For supplier.
- ii. For Finance Division to be attached with the bill .
- iii. office copy

there will be a database for all the purchase order issued.

1.5 Material Receipt & inspection.

1.5.1 On receipt of the material the same shall be inspected for quality and quantity by the following authorities.:

- i. Sr. Manager/Manager (Elect.) - for quality
- ii. Asstt. Manager (Elect.) - for quantity

1.5.2 In the event of rejections the rejected goods shall be returned to the supplier against issue of a Material Return Note (MRN) (FORMAT 2) prepared by the Store incharge, duly signed by inspecting authoriting and acknowledged by the supplier. The fact shall be recorded on the face of the bill , giving the MRN no. and date.

1.5.3 In case of short supplies, as compared with the challan /bill , details shall be recorded on the face of the challan/bill and the supplier intimated in writing.

1.5.4 Details of challan/bill shall be recorded in the purchase daybook (format 3) to be maintained on computer, and reference of the entry of date recorded on face of the bill.

1.5.5 The bill shall be sent to the Finance Division with the following documents/ entries on the bill by the Electrical work Circle -:

- Copy of administrative approval
- Copy of Financial approval(rate approval as well as supplier approval)
- recording detail of rejection etc. as detailed above
- copy of purchase order,
- entries indicating the goods supplied are as per the required/approved quality.
- reference of the entry of purchase day book along with date and s.no to be recorded on face of the bill.

1.6 PAYMENT PROCEDURE

- 1.6.1 On receipt of the approved bill along with above documents, the Finance Division shall make in following checks –
- Rates of items in the bill against the purchase order
 - Taxes or other charges claimed and as permitted in the purchase order
 - Revised calculation based on accepted materials, duly adjusting for rejection and short supply if any.
- 1.6.2 After making the above-mentioned checks, Finance Division shall make payment against the bill. They shall also intimate Electrical work Circle billing details of payment, Chq. no. etc. for the records.
- 1.6.3 The Electrical work circle shall enter the details of payment on the computer in the purchase day book.

1.7 ISSUE PROCEDURE

- 1.7.1 Issue of stores shall be made on the basis of an indent slip (Format 4) which shall be produced by the Asstt. Manager (Maint.) to incharge of store C/S by Sr. Manager/Manager (Elect.).
- 1.7.2 The Asstt. Manager (Store) shall take a hard copy of indent slips, record the quantity issued and delivered to the indenting authority and shall obtain his signature.
- 1.7.3 The Asstt. Manager (Store) shall enter the issue details from the indent slips on the format.

2.1 PRESCRIBED RECORDS

The following records shall be maintained by Asstt. Manager (Store). Till such time as the computer program is put in to place the same shall be maintain manually

- | | | |
|----|--|-------------|
| 1. | Purchase order book - electrical | (Format 1) |
| 2. | Material return note(MRN)- electrical | (Format 2) |
| 3. | Purchase day Book and bill payment register - electrical | (Format 3) |
| 4. | Indent slip -electrical | (Format-4) |
| 5. | Store Price Ledger for electrical Consumables. | (Format 5) |

2.2 STORE RECORDING SYSTEM

STORE RECORDING SYSTEM

As provided in the charter of duties, responsibility for purchasing of all Consumables item of Electrical for Street light maintenance of GNIDA, rests with **Electrical Work Circle**. They are also responsible for maintaining for the same. There shall be 2 store priced ledgers (Format-5) for consumables and one scrap register format -6 to be maintained in this section-:

3.0 STORE PRICED LEDGERS

- a) **Electrical store priced ledgers** : - Tubes, Bulbs, Chocks, wire, fittings all electrical spares.
Entry in the Store priced ledger shall be made immediately on receipt of the consumable in store.
- | | |
|-------------|---|
| Cols 1 & 2 | Give reference to the purchase order issued on the supplier. |
| Cols 3 to 8 | Shall give full details of purchases made. |
| Cols 9- 14 | Shall give full details of Consumables issued. I n the column relating to issue particulars (col. 10) the name of indenter shall be recorded. |
| Cols 15- 17 | Provide details of balance in hand. |

The valuation of stock shall be made on Weighted Moving Average method.

- b) **Scrap register.** Shall constitute of items of fixed assets and other consumable, which have been scrapped and returned to store. (Format 6)

4.1. Management information system:-

The following reports will be generated through the computer at the frequency mentioned and sent to the Finance Division for making the financial entries and Budget monitoring and MIS Division for monitoring.

- | | | | |
|----|---------------------------|-------------------------------|------------------------|
| a) | Stocks status report | monthly | (Format ADM SS-MIS-01) |
| b) | Stock consumption report | monthly | (Format ADM SS-MIS-02) |
| c) | Budget utilization report | monthly | (Format ADM SS-MIS-03) |
| d) | Stock verification report | annual /surprise inspections. | (Format ADM SS-MIS-04) |

5.1.0 Disposal of Scrap material :-

5.1.1. A committee of the following officers shall be constituted for disposal of the items entered in the scrap register.

1. Sr. Manager (Elect.)
2. Sr. Manger (Tech.)
3. Sr. Finance & Account Officer

- i) The committee will verify the scrap material from scrap register and ensure the destruction of the items having nil value in their presence on last day of each month.
- ii) Items having some scrap value, the committee shall verify the quantity every month and said material will be auctioned every six months.

(FORMAT –ADM SS-MIS-01)

STOCK REPORT -MONTHLY REPORT

GM (Fin)
GM(M.S.D.)

Month----- year -----

S. No.	Item	Item code	Min stock i.e E.O.Q.	STOCK				VALUE Of stocks	
				opening	purchased	issued	Closing balance	Rate	Value

Signature

(Dy. Manager)

BUDGET UTILISATION REPORT

MONTHLY

(Format ADM SS-MIS-03)

Month year

GM(FIN)

GM(MSD)

S..no.	Item name	Item code	Total Budget	Purchases This month	Purchases upto the month	Budget available	Remarks

Signature

(Dy. Manager)

ANNUAL REPORTS

STOCK VERIFICATION REPORT

G.M. (Fin)
G.M.(M.S.D.)

Month----- year -----

S.NO.	STOCK AS PER BOOKS	STOCK AS PER PHYSICAL	EXCESS/DEFICITS	REMARKS

SIGNATURE

SIGNATURE

(Dy. Manager)

MGR (FIN)

(FORMAT ADM SS-MIS-02)

STORE CONSUMPTION REPORTMONTHLY

FOR THE MONTH

GM(Fin)
GM(MSD)

NAME OF DIVISION :-

ITEM	ITEM CODE	QTY FOR THE MONTH	VALUE FOR THE MONTH	CUMULATIVE QTY.	CUMULATIVE VALUE

Signature

(Dy. Manager)

(FORMAT -3)

ITEM CATEGORY-
Format for Purchase Day Book

DATE	P/O.No.	Supplier of Name	Name of item	Item code	Challan No.	Bill No.	Qty. billed
Qty. Rejected/ Short Suppl.	Qty. Accepted	Rate	Value	Payment Date	Chq./Case	Purchase Order No.	

(FORMAT – 02)

MATERIAL RETURN NOTE (MRN)

TO ,

STORE/SUPPLIER

MRN/No.

Date :-

Bill No.	Item	Qty. Rejected	Reason for rejection

Signature Store Incharge

Received material

Signature of supplier

