Greater Noida Industrial Development Authority

Ref. No.: CEO/MSD/SYS/2000/231   Dated: 28 April,2000

Office – Order

The System for Administrative Support Services Section for Purchase and Store Function circulated wide order no. CEO/99/Sys/600 dated 11-05-2000 has been amended. The amended system is being circulated herewith force immediately. The reporting & recording procedure will remain the same as given in the previous order.

Sd/-
(Brijesh Kumar)
Chief Executive Officer

Copy to:
1.   P.A. to Chairman for information.
2.   Additional Chief Executive Officer.
3.   Deputy Chief Executive Officer.
4.   All General Managers (   )
5.   All Senior Managers (   )

Chief Executive Officer

<u>**SYSTEM FOR ADMINISTRATIVE SUPPORT SERVICES SECTION**</u>
<u>**FOR PURCHASE AND STORE FUNCTION**</u>

1) PURCHASE PROCEDURE

1.1   <u>**Administrative approval**</u>

Prior to the commencement of each financial year, Administrative Support Section shall prepare a detailed month wise estimate for the year of all the prevalent consumable and fixed asset 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**   **Full Powers for fixed asset items**
- ♦ **D.C.E.O./A.C.E.O**   **Full Powers for consumables**
- ♦ **GM(HRD/ADM)**   **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.

1.2   <u>**PURCHASE PROCEDURE**</u>

1.2.1   In the first instance, purchases of all standard materials shall be made through suppliers/manufacturers at State Government or D.G.S.&D. contract rates OR through **GOVERNMENT AGENCIES**. For this purpose G.M.(HRD/ADM) shall obtain rate lists from the respective departments/agencies and prepare a list of suppliers/manufacturers on whom purchase orders can be placed. Financial sanctioning authority is as under-:

- ♦ **.C.E.O**   **Full Powers**
- ♦ **D.C.E.O./A.C.E.O**   **10 lakhs**
- ♦ **OSD/GM(HRD/ADM)**   **1 lakhs**

1.2.2   In the event of a product not listed on the above mentioned rate schedules, or of a design /specification not covered there in,

➢   Effort shall first be made to purchase the same from the manufacturer **or its authorised distributor** specially in the case of fixed assets. Financial sanctioning authority will be as per 1.2.1 above.

➢   Otherwise, a tender will be floated if the value of the items to be purchased is more than Rs. 50,000/-.   The tender committee will be as follows:-

- ♦ **FOR PURCHASE OF FIXED ASSETS:-**
  1.   G.M. (HRD & Adm.)
  2.   G.M. (Finance)
  3.   Mgr. (Asset Maintenance) (For electrical & fixed asset other than computer related items)

OR

In-charge (Administrative Support Services) for other items as the case may be.

- ♦ **FOR CONSUMABLES**
  1. G.M. (HRD & Adm.)
  2. Sr. Mgr. (Finance)/Sr. F.A.O.
  3. Mgr. (Asset Maintenance) (For electrical items etc.)
     IN-charge (Administrative Support Services) for stationery and other consumables, and computer consumable

- ♦ **FOR COMPUTER HARDWARE PURCHASES**
  The Administrative and financial approval for purchase of hardware will be taken by the SYSTEMS DEPARTMENT. The tender committee for computer hardware will be
  1. G.M. (FIN)
  2. G.M. (HRD & Adm.)
  3. Sr. Mgr. (Computers)

- ➢ The tender committee will forward its recommendation to the following for financial approval
  Financial sanctioning authority is as under:-
  - ♦ C.E.O.   Full powers
  - ♦ D.C.E.O./A.C.E.O.   10 lakhs

1.2.3. For consumables that have to be purchased regularly, based on the yearly estimate a tender will be floated and standard suppliers will be selected through whom the purchases shall be made throughout the year. The tender committee for this would be constituted as under:-
- ➢ For consumables to be purchased regularly
- • G.M. (HRD & Adm.)
- • Sr. Mgr. (Finance)
- • Mgr. (Asset Maintenance) (For electrical items etc.)

OR

In-charge (Administrative Support Services) for stationery and other consumables, and computer consumables
- ➢ The committee will forward its recommendations for the best three offers for empanelment for approval to the
- ➢ C.E.O.   Full powers

1.2.4 Purchases on quotation basis -
This procedure will be followed for purchases UPTO 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

<div align="center">or</div>

- the value of the items to be purchased is not substantial and therefore tendering would be a costly method

<div align="center">or</div>

- is of specialized nature

<div align="center">or</div>

- is being purchased from Authorised 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(HRD/ADM)
➢ Sr. FAO.
➢ Manager (Asset Maintenance)/In-charge (administrative support services)/Sr. Manager (Systems) as the case may be.

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

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

1.2.5. **ADHOC PURCHASES**:

In exigencies and for adhoc 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. They 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.

1.3 **PLACEMENT OF ORDERS**

Purchases (except computer hardware) will be made against a purchase order (format 1) issued by In-charge (Stores) on the Approved Supplier after obtaining a formal approval as detailed above. Systems Division will release the purchase order for computer hardware. The Purchase order shall be computer generated and shall be issued in duplicate.

1. For supplier.
2. For Finance Division to be attached with the bill.

   Separate serial number shall be generated for each category of store items/fixed assets as detailed in point 2.1 here under.

   There will be a database for all the purchase orders issued.

1.4 <u>Material Receipt & inspection.</u>

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

> ➢ Mgr. (Computers)/(For computer related purchases)
>
> or
>
> ➢ Mgr. (Asset Maintenance) (For electrical & fixed asset other than computer related items)
>
> Or
>
> ➢ In-charge (administrative support services) for other items as the case may be.

1.4.2. 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 inspecting authority, counter signed by the store in-charge and acknowledged by the supplier. The fact shall be recorded on the face of the bill, giving the MRN no. and date.

1.4.3. 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.

1.4.4. 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.

1.4.5. The bill shall be sent to the Finance Division with the following documents/ entries on the bill by the Administrative Support services section-:
- 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.

1.5 PAYMENT PROCEDURE

1.5.1 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.

1.5.2 After making the above-mentioned checks, Finance Division shall make payment against the bill. They shall also intimate administrative support section about the details of payment, Chq.no. etc. for the records.

1.5.3 The administrative support services section shall enter the details of payment on the computer in the purchase daybook.

1.6   ISSUE PROCEDURE

1.6.1   Issue of stores shall be made on the basis of an indent slip (Format 4) which shall be e-mailed to the store department by the division requiring the store.

1.6.2   The indent shall be raised by the division head or an officer duly authorised by the division head.

1.6.3   The store department shall take a hard copy of indent slips, record the quantity issued and delivered to the indenting authority and shall obtain his signature.

1.6.4   The store department shall enter the issue details from the indent slips on to the computer as per the program instructions.

2.1   PRESCRIBED RECORDS

The following records shall be maintained in the Administrative Support Services section on the computer. Till such time as the computer program is put in to place the same shall be maintain manually

1.	Purchase order book -	(Format 1)
2.	Material return note(MRN)	(Format 2)
3.	Purchase day Book and bill payment register -	(Format 3)
4.	Indent slip	(Format-4)
5.	Store Price Ledger for Consumables.	(Format 5)
6.	Fixed assets Register	(Format 6)

2.2   STORE & FIXED ASSET RECORDING SYSTEM

2.2.1   **STORE RECORDING SYSTEM**

As provided in the character of duties, responsibility for purchasing of all Consumables, Dead stock items and Fixed Assets of GNIDA, rests with HRD & Administration Division. They are also responsible for maintaining for the same. There shall be 3 store priced ledgers (Format-5) for consumables, one scrap register and one fixed asset register to be maintained in this section-:

STORE PRICED LEDGERS

a)   **Stationery store priced ledgers** -: It will contain all items relating to stationery e.g., Paper, pencils, files, pen stands pine, staplers, floppies, ribbons, inks, folders etc.

b)   **Electrical store priced ledgers**:- Tubes, Bulbs, Chocks, wire, fittings all electrical spares.

c)   **Other consumables store priced ledgers**:-Crockery, Clocks, Calculators, table, glasses, window glasses ,dusters etc.
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 to the supplier.
Cols 3 to 8	Shall give full details of purchases made.
Cols 9- 14	Shall give full details of Consumables issued. In the column, relating to issue particulars (col. 10) the Division/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.

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

2.2.3 **Fixed assets Register-**   (Format –7)
This record shall be maintained Asset wise, at the time of receipt of Asset.

Col. 1 & 2   Shall provide details of Purchase Order.

Col. 3 & 8   Shall record details of Purchases made.

Col. 9 – 11   Shall record the location of the Asset, which shall be duly numbered according to the system provided later in this section.

Col 12 – 13   Shall record the details of disposal of the Asset by GNIDA.

3.1   Methodology to be adopted for Numbering of Asset.

The Administration division shall carry out the numbering of the Asset. The numbering system shall be divided in to three sections.

Section 1-   Item

Section 2-   Location

Section 3-   Serial Number

Thus, in case of an Air conditioner installed (located) in the Office of Chairman cum Chief Executive Officer, the numbering pattern shall be:

AIR CONDITIONER/CCEO/ 0001

This system of numbering is necessary as it enables proper recording as well as physical verification of Assets, which should be carried out at least once year.

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   (Format ADM SS-MIS-04)
                                      inspections.

5.1. **FILING NOMENCLATURE FOR THE ADMINISTRATIVE SUPPORT SERVICES SECTION(PURCHASE AND STORE ACTIVITY)**

5.1.1 DEFINITIONS

1) NAME OF THE DIVISION	HRD&ADM
2) NAME OF THE SECTION	Adm.S.S.
3) NAME OF ACTIVITY	STR&PUR
4) CURRENT YEAR	1999

5) NUMBER OF THE FILES-; A list of all the files pertaining to the section will be prepared by the section in-charge and the serial no. of the file on the list will be the file no. The files will be numbered from 01 onwards.

6) SUBJECT-:   will relate to the contents of the file.

5.1.2 The standard nomenclature of a file will be

Division/section/activity/subject/year (no).

All dispatches made from this section will have the file number mentioned along with the dispatch number viz. e.g. ref no. 445/HRD&ADM/ Adm.S.S./ STR & PUR/ stnry.-pur /99(2).

For store section the suggested nomenclature are as below -:

1)	Policy file	HRD&ADM/Adm.S.S./STR&PUR/policy/99(1)
2)	Stationary purchase	HRD&ADM/Adm.S.S./STR&PUR/stnry-pur/99(2)
3)	Consumables purchase	HRD&ADM/Adm.S.S./STR&PUR/cons-pur/99(3)
4)	Fixed asset pur0chase	HRD&ADM/Adm.S.S./STR&PUR/F.Asst-pur/99(4)
5)	Electrical items purchase	HRD&ADM/Adm.S.S./STR&PUR/Elec-pur/99(5)
6)	Requisition slip file(div wise)	HRD&ADM/Adm.S.S./STR&PUR/r.slip(msd)/99(6)
		HRD&ADM/Adm.S.S./STR&PUR/r.slip(mkt)/99(7)
		HRD&ADM/Adm.S.S./STR&PUR/r.slip(plg)/99(8)
		HRD&ADM/Adm.S.S./STR&PUR/r.slip(SDD)/99(9)
		and so on
7)	Budget file	HRD&ADM/Adm.S.S./STR&PUR/BUDGET/99(no)
8)	REPORT FILE	HRD&ADM/Adm.S.S./STR&PUR/REPORT/99(no)
9)	Material Return File	HRD&ADM/Adm.S.S./STR&PUR/MRN/99(no)
10)	Tender file	HRD&ADM/Adm.S.S./STR&PUR/tender./99(no.)
11)	Agreement file	HRD&ADM/Adm.S.S./STR&PUR/aggrement./99(no.)
12)	Guard file(office orders)	HRD&ADM/Adm.S.S./STR&PUR/guard file/99(no.)
13)	Physical verification	HRD&ADM/Adm.S.S./STR&PUR/Phy. Veri./99(no.)

Any other file if required may be added to this list but with prior permission of the G.M. (HRD) and the final list of files may be submitted to the M.S.D. division for monitoring.

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)

STOCK VERIFICATION REPORT
(FORMAT ADM SS-MIS-04)

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)**

STORE CONSUMPTION REPORT MONTHLY

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)

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.	

MATERIAL RETURN NOTE (MRN)

TO ,

STORE/SUPPLIER

MRN/No.

Date :-

Bill No.	Item	Qty. Rejected	Reason for rejection

Signature Store In-charge

Received material

Signature of supplier

STORE PRICED LEDGER

Date	Purchase order no.	Date	Name of supplier	Inv. No.	Qty.	Rate	Value
1	2	3	4	5	6	7	8

Date	Issue particulars	Inv. No.	Qty.	Rate	Value	Qty.	Rate	Value
9	10	11	12	13	14	15	16	17

SCRAP REGISTER

FOR ITEM TYPE_____

DATE	ASSET NO.	DETAILS	RETURNING DIVISION	MRN NO.	RECIEPT NUMBER ISSUED	BOOK VALUE	DISPOSAL	
							PARTY	RATE

FIXED ASSETS REGISTER

Date	Purchase Order No	Date	Name of Supplier	Inv. No.	Qty.	Rate	Value	No.	Location	Asset No.	Date	Value
1	2	3	4	5	6	7	8	9	10	11	12	13