CHAPTER 10

COMPREHENSIVE STORES AND PURCHASE RULES FOR PURCHASES FROM INSTITUTE NON-RECURRING & RECURRING FUNDS AND FUNDS OF SPONSORED/CONSULTANCY PROJECTS

10.1 PREAMBLE

These rules for purchase and accounting of equipment/consumable for Departments/Centres/Sponsored/Consultancy Projects/Laboratories have been framed in order to provide a conducive working environment for teachers and students to promote excellence expected from IITs and as such should be interpreted in that context, so that the procurement of the needed equipment/stores is done in time and without procedural wrangles, which permits laboratory and research work to be pursued with greater vigour. These Rules also contain details of accounting, maintenance of records, disposal and write off of stores/equipment.

10.2 ABBREVIATIONS AND DEFINITIONS

A/Cs : Main Accounts Section.
ACSS : Administrative Computerization Support Service.
Audit : Internal Audit Section.
BOG : Board of Governors.
CFA : Competent Financial Authority.
CS : Consumable Stores.
DD(A) : Deputy Director (Admn.).
DD(F) : Deputy Director (Faculty).
DIRD : Dean Industrial Research and Development Unit.
Faculty : All Academic Staff.
FITT : Foundation for Innovation and Technology Transfer.
GIS : Goods Inward Slip.
HOD : Head of the Deptt./Centre.
ICN : Inventory Control Number.
IRD : Industrial Research & Development Unit.
IRD A/Cs : IRD Accounts Section.
IRDE : IRD Establishment.
INDENT : Indent as raised through ACSS Computer System.
MAJ-AR : Major Asset Register.
MAS : Major Assets (Non-Consumable Stores).
MIA : Minor Assets (Non-Consumable Stores).
MIN : AR - Minor Asset Register.
PFC : Purchase Finalisation Committee.
PI : Principal Investigator of Sponsored/Consultancy Project.
PR : Purchase Requisition as raised through ACSS Computer System.
SO : Supply Order as raised through ACSS Computer System or Manual Supply Order.
SPO : Officer-In-Charge of Stores and Purchase Section.
SPS : Stores and Purchase Section.

10.2.1 DEFINITIONS

The definitions in this section should be interpreted in the context of this document only.

Department: Department shall imply Department/Inter-Disciplinary program/Centre/Central Facility/Unit or any entity in the Institute which has a separately allocated budget.

Project: Project shall mean any sponsored, consultancy project or any other activity which has a valid project number given by the IRD/FITT/QIP/CEP etc. of the Institute.

Principal Investigator: Any faculty of the Institute, whose name is recorded as a Project Investigator in the records pertaining to the project in the office of IRD/FITT/QIP/CEP etc. At any point in time only the first named Project Investigator in the records of the Project in the IRD office will be identified as the Principal Investigator for operational purposes (e.g. exercise of financial powers).

Associated Department: The associated department of a project is the department to which the PI of the project belongs.

Buyer: Any faculty/group A officer who draws advance or signs as purchaser. Seller: A seller refers to the company/vendor/dealer/agent/individual from whom the institute may buy goods or services.

Temporary Advance: It is an advance which can be taken to meet contingent expenses on MAS/MIA/CS/Miscellaneous items. This should normally be taken from the appropriate budget head.
Imprest: It is a rolling advance which is taken to meet day to day contingent expenditure of minor nature.

10.3 CLASSIFICATION OF STORES

10.3.1 All stores procured shall be classified into three categories viz. MAS-Major Assets (Non-Consumable stores), MIA - Minor Asset (Non-Consumable stores) and CS-Consumable Stores.

10.3.2 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 (more than 5 years) before becoming unusable or obsolete and costing above Rs.10,000/-;

ii) wooden, steel furniture and office equipment.

Examples: The examples are indicative and not exhaustive). Plants, machinery, instruments, printers, motors, assembled instruments, fabricated equipment.

10.3.3 Minor Assets (MIA): Stores satisfying any one of the following conditions shall be classified as Minor Assets:

i) Stores costing any amount and having useful life of less than five years, which lose rapidly their value/relevance with the lapse of time or have very little or negligible disposal value.

ii) stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions. Typically. such stores were earlier classified under MAS.

iii) stores which are intended to be used over prolonged periods and costing less than Rs.10,000/-.

Examples: Personal Computers (PCs), computer accessories, software.

10.3.4 Consumable Stores (CS): Stores satisfying any of the following conditions shall be classified as Consumable Stores:

i) Stores which exhaust with the lapse of time;

ii) Stores which are rendered unusable due to normal wear and tear;

iii) Stores which have negligible disposal value;
iv) Spares of equipment etc. under MAS or MIA category.

**Examples:** Chemicals, stationary items, printer ribbons and cartridges, floppies, CD ROMS, magnetic tape, electronic components like resistors, capacitors, connectors, electrical wires, plugs, switches, tool bits and hand tools etc.

### 10.4 COMPETENT FINANCIAL AUTHORITY

#### 10.4.1 Purchase of Stores and Services:

<table>
<thead>
<tr>
<th>CFA</th>
<th>Individual Item Costing (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOD/PI</td>
<td>Upto Rs.1,00,000/-</td>
</tr>
<tr>
<td>Deputy Director (Admn.)/DIRD*</td>
<td>Upto Rs.5,00,000/-</td>
</tr>
<tr>
<td>Director</td>
<td>Above Rs.5,00,000/-</td>
</tr>
</tbody>
</table>

#### 10.4.2 Write-off and Disposal of Stores:

<table>
<thead>
<tr>
<th>CFA</th>
<th>Normal Wear and Tear Individual Item Costing (Rs.)</th>
<th>Abnormal Wear and Tear Individual Item Costing (Rs.)</th>
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</thead>
<tbody>
<tr>
<td>HOD</td>
<td>Upto Rs.10,00,000/- (Total amount not to exceed Rs.1,00,000/-)</td>
<td>Nil</td>
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<tr>
<td>Deputy Director (Administration)</td>
<td>Upto Rs.1,00,000/- (Total amount not exceed Rs.5,00,000/-)</td>
<td>Upto Rs.5,000/-</td>
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<tr>
<td>Director</td>
<td>Upto Rs.5,00,000/- (Total amount not to exceed Rs.10,00,000/-)</td>
<td>Upto Rs.10,000/-</td>
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<tr>
<td>Board of Governors</td>
<td>Above Rs.5,00,000/- (Total amount exceeding Rs.10,00,000/-)</td>
<td>Above Rs.10,000/-</td>
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10.5 GENERAL PROCEDURE AND RULES FOR ALL PURCHASES

10.5.1 Purchase/ upgradation/exchange of equipment, components, minor famishing, office equipment, consumables, stationary, hiring of services /annual maintenance contracts etc. shall be effected through the following systems of purchase except where stated otherwise. This shall be applicable to all purchases through the recurring/non-recurring budget heads and through funds received for sponsored/consultancy projects, except out of Rinds earmarked for Works Department:

1) SARAL Purchase.
2) SUGAM Purchase (Purchase through Purchase Committee).
3) Purchase through Quotations/Tenders and Rate Contract.
4) Purchase for IIT Hospital.
5) International Purchase.

Flow Diagrams for different systems of purchases as in para 5.1 are given at Annexure-I.

Systems of Purchases

10.5.2 SARAL Purchase:

A buyer may make purchases upto a ceiling of Rs.10,000/- per item( Rs. 20000/- at one time) after ensuring the reasonability of prices. The purchase may be effected either through a permanent imprest held in the name of the HOD or his nominee/PI or through a temporary advance of upto Rs. 20,000/- that may be specifically drawn for the purchase in the name of a buyer or through credit after obtaining the approval of the CFA.

10.5.3 SUGAM Purchase (Purchase through Purchase Committee)

The composition of the Purchase Committee for the purchase of total value upto Rs. 1,00,000/- (inclusive) or 20% of the annual budget allocated to the department which ever is less shall consist of atleast three faculty/Group A Officers and for total value above Rs. 1,00,000/- and upto Rs.5,00,000/- (inclusive) shall consist of at least three faculty/Group A Officers and HOD/Nominee (PI in case of projects). In order to ensure reasonability of the prices, the committee may obtain the limited quotations from reliable suppliers. If necessary, the committee may draw advance
upto Rs.50,000/- for making cash purchases while ensuring no single payment will exceed Rs.20,000/-.

**Note:** Large Purchases should not be split in smaller lots so as to qualify under SARAL and SUGAM Purchase.

### 10.5.4 Purchase Through Quotations:

Purchase of individual items with estimated cost above Rs.5,00,000/- shall have to be through quotations. To facilitate this a standing purchase committee named as Purchase Finalisation Committee is constituted as per details at para 5.4.2. However items costing below Rs. 5.0 Lacs can also be processed through this committee.

#### 10.5.4.1 Purchase Finalisation Committee (PFC)

The composition of the Purchase Finalisation Committee is as under:

i) Chairperson (To be approved by CFA).

ii) Two experts (to be nominated by the buyer).

iii) Buyer (concerned faculty/PI/Official).

iv) Officer Incharge (Audit).

v) Officer Incharge (A/Cs / IRD A/Cs / FITT A/Cs).

vi) SPO.

#### 10.5.4.2 Constitution and function of Purchase Finalisation Committee

The Buyer will initiate a note through HOD/PI proposing the name of Chairperson and two faculty experts for the approval of the CFA, with a brief mention of the stores to be purchased. On approval, the Buyer will call the first meeting of the committee in consultation with the chairperson and members. In this meeting, the committee will discuss and finalize the specifications of items(s), the list of the vendors from whom to invite quotations and any other point considered relevant. The PFC will finalize and recommend the purchase after deliberations. The PFC may negotiate with vendors(s) if felt necessary. Then the file will be sent to the SPS for placing an order after it is pre-audited by the Audit Section. The main emphasis of the PFC will be on time saving and therefore, it is left to the committee to organize its proceedings, once constituted.
10.5.4.3 Processing of Quotations

Quotations may be invited or received either through post/courier service/press, by the department or SPS from the firms listed on the approved panel of suppliers. The notice inviting quotation could be sent either on blank NIQ format or by raising an indent and then NIQ through ACSS Computer System. A panel of approved vendors for various items shall be maintained by SPS. The buyer may also recommend names of firms for inclusion in the approved panel.

Thereafter, on the due date/time the individual quotations shall be opened in the presence of at least two members of PFC, by the Buyer or SPS depending upon who initially invited the quotations. All the quotations will be signed by the officials present at the time of opening. A comparative statement shall be prepared either by the buyer or the SPS as the case may be. The comparative statement along with the quotations will be submitted to the PFC for necessary recommendations.

The accepted quotations will be ringed (circled) in ink on the original quotation and on the comparative statement. Also a justification for the particular choice, i.e. being the lowest quotation or on technical grounds should be recorded on the comparative statement.

Normally, the purchase shall be approved on the basis of at least three quotations. However, the Director/his nominee can relax this condition on sufficient grounds on the recommendations of the PFC. In case of proprietary items, the item may be procured from the proprietary source on the basis of a single quotation after certification of the proprietary nature of the item by the seller/supplier. In such cases, wherever possible, the purchase price of similar item paid previously may be used as a benchmark to ensure reasonability of price.

The PR for the recommended items(s) shall then be raised by official of the Department/SPS depending upon who initiated the purchase. SPS will prepare the Supply Order and send the file to Audit/IRD A/Cs as the case maybe. The Audit shall pre-audit the Supply Order. Since it also maintains budgetary record of non-recurring and recurring expenditure of all departments, it shall certify availability of funds etc. In case of projects IRDA/Cs shall certify the funds. Thereafter, approval for the purchase shall be obtained from the CFA and the Supply Order duly stamped “checked” shall be sent to SPS for issue to vendor.
10.5.5 Hospital Purchase

In view of the special nature and requirement of medicines for the Institute Hospital, Director may approve delegation of financial powers and special procedure as necessary from time to time.

10.5.6 International Purchase

For procurement of items from outside India against the open general import licence or otherwise in foreign currency, all the rules and procedures laid down in para 5.0 shall apply. However, the role of the various purchase committees will be to recommend the purchase rather than make purchases. The quotations should be obtained directly from the foreign supplier or alternatively, the sole selling agent. All further processing including pre-audit and placement of orders shall be through SPS irrespective of the value of purchase. The procedure of processing subsequent to receipt of goods shall be the same as that for purchases of indigenous stores.

10.5.7 Custom and Excise Duty Exemption

The Institute is exempted from payment of custom and excise duty on items mentioned in this para under notification No. 51/96 dated 23rd July, 1996 and 10/97 dated 1st March, 1997 respectively. Institute is also exempted from payment of sales tax on scientific equipment and instruments if the seller is located in Delhi only. In terms of these notifications. Registrar is the authorised signatory of the exemption certificates. Further, Institute is required to submit a consolidated report on the exemptions availed during the financial year. Therefore SPS shall issue the custom and excise duty exemption forms on submission of one copy of the proforma invoice to SPS.

Description of items exempted from payment of custom & excise duty.

a) Scientific and technical instruments, apparatus, equipment (including computers);
b) Accessories, spare parts and consumables thereof;
c) Computer software, CD-ROM, recorded magnetic tapes, microfilms, microfiches.

10.6 DISCREPANCY IN SUPPLY

10.6.1 Where stores supplied are found not acceptable due to damage in transit, wrong supply and are consequently rejected, the department concerned or SPS shall immediately notify such rejection specifying the grounds on which such rejection has been made to
the supplier directly depending upon who initiated the purchase and take necessary action for getting the items as the specification of the Supply Order.

**10.6.2** In case of IMPORTS the following will apply:

**10.6.2.1** Where stores are found partially defective and are considered to be capable of being rectified at the department or in the Workshops of the Institute, the particulars thereof shall be notified to the SPS at an early date specifying the exact nature of the defect and the estimated cost of repair/rectification. Extra expenditure, if any, in this regard shall be borne by the supplier for which necessary intimation shall be given to the supplier by the SPS.

**10 6.2.2** When stores are found defective and it is considered necessary to have them repaired at the site under arrangement made by the supplier, particulars of such defects shall also be notified to the SPS at an early date specifying the exact nature of defect.

**10.6.2.3** Where stores are found defective and it is necessary to have the defects rectified by returning the articles to the supplier, the particulars thereof shall also be notified to the SPS immediately specifying the exact nature of the defect.

**10.6.2.4** In all such cases indicated above, the SPS shall report the discrepancy to the supplier concerned and ask for immediate action. Copies of such reports shall also be endorsed to the Department concerned.

**10.6.2.5** Where packages of containers have been found damaged, broken and where such damages and breakages are attributable to handling in transit a claim shall be lodged with the transport agency immediately by the SPS on the basis of a certificate on shortage/damages granted by the railway and intimation should be sent to the supplier concerned and the HOD.

**10.6.2.6** Notwithstanding anything contained herein, where a consignment is covered by insurance in transit and where defects/damages or breakages are attributable to handling in transit, appropriate claims for compensation shall be lodged by the SPS with the under-writers concerned additionally.

**10.6.2.7** In case of the stores being rejected outright, these should be returned by the Department to the Store Purchase Section duly packed, who shall return such rejected stores to the Supplier promptly.
10.6.2.8 Where stores and equipment, partially or fully paid are found defective or otherwise rejectable the firms should be asked by the SPS to replace or to rectify the stores under their own arrangement and at their own cost at site. All expenditure for repair or replacement of defective stores supplied shall be borne by the Supplier.

10.7 GENERAL REMARKS

10.7.1 A faculty member may draw only one advance at a time from the recurring and non-recurring grant of the Department/Centre/each Sponsored Project for purchases under any system of purchase. The total number of advances should normally be limited to 15% of faculty strength of the department. Once an adjustment account for an advance has been submitted to Audit/IRD Accounts, next advance could be drawn.

10.7.2 The role of the SPS is envisaged to be as follows:

10.7.2.1 Processing and clearance of International Purchases;

10.7.2.2 Maintaining approved panel of suppliers, for purchases through quotations/press tenders, in consultation with Departments/Centres/Pi;

10.7.2.3 Complete processing including inviting quotations through post or press for purchases of items with estimated value beyond Rs. 5,00,000/- on the basis of specifications/requirements of indenting Departments/Centres/Pi;

10.7.2.4 Processing of all items such stationary for administrative section only and liveries etc. and their subsequent issue. Registrar will be the Head of the Department for operating their budget heads;

10.7.2.5 Maintenance of a Central Assets Register for items under MAS & MIA category’ of items;

10.7.2.6 Conducting stock verification;

10.7.2.7 Issue custom duty, excise duty and sales tax exemption certificates.

10.8 MAINTENANCE OF RECORDS, DISPOSAL/WRITE-OFF OF STORES, TRANSFER OF STORES

This section describes the records pertaining to stores that must be maintained by SPS and Departments.
This section also describes the procedure for Stock Verification, the procedure for Write-off, Disposal, Transfer of stores from one department to another. Upgradation as well as Processing of documents.

10.8.1 MAINTENANCE OF RECORDS:

A record of all purchases including the purchases through project funds shall be maintained by the Institute. Stores in the MAS category, shall be recorded in the MAJ-AR and the MIA category in the MIN-AR of the Institute. For consumable stores, an issue record as per summary sheet ‘Form C’ shall be maintained at the department level, in three files one each for purchases through funds of Institute, IRD Projects and FITT projects. Proper care, needs to be taken by HOD/PI to monitor the consumption of consumable stores. Two Stock registers one each for MAS and MIA shall also be maintained at the department level. These stock registers shall be generated through the ACSS System by raising a computerised GIS, however, GIS shall not be raised for consumable stores. To raise the GIS the buyer shall fill in the relevant “Summary Sheet” with issue details (details in para 10.3) and send the same to SPS. The officials of the SPS shall raise the computerised GIS. SPS shall also raise a computerised Issue Voucher. These entries shall facilitate computerised generation of Central Asset Registers, Stock Register for each department and Inventory Register of each official. Each entry shall also allocate an Inventory Control Number (ICN) to each Asset automatically. ICN shall be unique for each item. The MAS & MIA Stock Register of each department will be generated at the end of each financial year and sent by SPS to respective department for record, however additions and deletions to the stock during the quarter shall be sent quarterly. The Stock Register generated at the end of each financial year will be got hard bound by the department. The first page will have the signatures of the Head of Department certifying the total number of pages, number of entries and the total value of assets in MAS & MIA categories separately.

In summary the following records need to be maintained by department and SPS:

**Department**

i) Existing Stock Register for consumables and assets;

ii) Existing inventories of officials;

iii) New Computerised Stock Register for assets;

iv) Summary Sheet for consumables one each for Institute, IRD and FITT funds;

v) New Computerised inventories( to be generated & sent by SPS).
SPS

i) Existing Asset Register one each for Institute, TRD Projects and free aid/gifts (includes FITT also).

ii) New Computerised Asset Register one each for Institute, IRD Projects and free aid/gift (includes FITT also).

10.8.2 Processing of documents:

10.8.2.1 Consumable Stores:

On receipt of stores, the buyer shall get the Summary Sheet filled on Form ‘C’ in triplicate. There shall be no need to put a pass order on any of the individual cash memos/bills. The pass order will be put on the copies of the summary sheet. The first copy alongwith the bills/cash memos will be sent to A/Cs, IRD A/Cs or FITT as the case may be for adjustment/payment purposes. The second copy will be kept in the respective department file pertaining to Institute/IRD/FITT for records in the department. The HOD or his nominee shall ensure that a proper serial number is given on the summary sheet and kept in the respective file. The third copy may be retained by the buyer. On the back of this Summary Sheet, columns are provided for getting signatures of the officials to whom the consumables are issued. Each official shall put his signature and employee code number before getting the consumables store issued. (Summary Sheet on Form ‘C’ is given at Annexture-II)

The HOD will ensure the completion of this record. At the end of the financial year all the summary sheets will be hard bound and kept for record. The hard bound copy will carry a certificate from the HOD to the effect that all consumables purchased by the department (including the projects) have been accounted for. The total number of pages and total value of consumables for the financial year shall also be mentioned in the files).

10.8.2.2 Major & Minor Assets

On receipt of stores in MAS & MIA category, the buyer shall get filled the Summary Sheet on Form “NC’ in triplicate. The buyer shall also get the signatures and employee code of the official to whom the stores have been issued, on all the three copies of the Summary Sheet. The first copy along with cash memos/ bills and other relevant documents will be sent to SPS, the second copy shall be retained in the department for record. The third copy shall be retained by the buyer. Each summary sheet shall be numbered and
put in a file. No manual GIS shall be raised henceforth. The buyer shall also give the item code of each and every item besides other codes like project code, budget code, employee code etc. A pass order shall be put on all the three copies of the summary sheet. The pass order shall also be put on each and every bill. The SPS officials will raise the GIS and issue voucher in the ACSS System. This entry shall generate the ICN. The issue voucher will contain the name and employee code of the official to whom the item has been issued. A copy of each of the GIS and Issue Voucher shall be sent back to the department on regular basis. At the end of each Financial Year departments Stock Register and Inventory Register of each official will be sent to the respective department. After the GIS and Issue Voucher entry SPS shall send the Summary Sheet along with the computerised GIS to IRD A/Cs / A/Cs for adjustment/payment purposes.

All the purchases from the funds of projects under FITT will be entered in the ACSS System as free aid/gift. For such items bills and copy of GIS will be sent to FITT for adjustment/payment. No adjustment/payment will be processed without the computerised GIS. (Summary Sheet on Form ‘NC’ is given at Annexture III)

10.8.2.3 Consumable, Major and Minor Assets

In case of purchases involving both consumables and those belonging to MAS & MIA category, the buyer shall get the Summary Sheets filled on Form ‘C’ for consumable stores and on Form ‘NC’ for non consumable stores. The pass order will be put on Form ‘C’ for consumable stores. The pass order will also be put on each bill for non-consumable stores. Further a consolidated pass order shall be put in the appropriate column in summary sheet on Form ‘NC’. Thereafter, the first copy of both the Summary Sheets along with details attached shall be sent to the SPS for processing. The second copy will go to the respective file in the department. The third copy may be retained by the buyer. The further processing for this shall also remain the same as is in the case of consumables and non-consumables given in paras 8.1 & 8.2 All original documents relating to any such purchases including call for inquiries, reports of purchase committees, sanction notes, purchase orders, invoice/bill delivery challans, inspection report etc. shall remain with SPS or department depending on who initiated the purchase. These records/documents will be maintained for such period as stipulated by the Institute.
10.8.3 Stock Verification

SPO shall appoint stock verifiers to conduct periodic (bi-annually) stock verification of all items on the various stock registers of the departments.

10.8.4 Write-off and Disposal

10.8.4.1 The HOD shall constitute a Stores Survey and Disposal Committee of not less than three members, at least two of whom will be professors or equivalent. This Committee shall survey the Major Assets (MAS) and Minor Assets (MIA) stores and recommend write-off for items which are not usable and serviceable. The Committee shall record the reasons for recommending write-off. HOD shall forward the report to SPS for obtaining the approval of CFA and deletion from the MAJOR/ MINOR Assets Register. Central Disposal Committee shall be constituted by the Director consisting of two Professors. DR(A/cs) & AR (Stores) and shall be responsible for getting the best possible price for the written off items in a speedy manner.

10.8.4.2 Parts/Systems/Accessories of a written off machine/instrument/equipment can be removed if considered usable by the department. The parts so removed shall be clearly mentioned in the survey documents. These parts will be converted as assets of zero’ value by making an entry in ACSS computer system. The SPS officials will make the GIS and Issue Vouchers as is done in case of new stores. The item description of such stores will contain the name & ICN of the asset from which the items were removed.

10.8.4.3 The disposal of written-off stores items will be the responsibility of Stores Purchase Section with the assistance/coordination of the Departments/Centres. The Departments/Centres/Sections/Units will make list of all items to be disposed off and send the same to AR (Stores). The Stores purchase Section will get in touch with the Vendors/Kabaries and inform the concerned Departments/Centres/Sections/Units about the date of auction/disposal. The Stores Purchase Section will act as a facilitator in the disposal of written off stores items through the Central Disposal Committee. On the finalized date, the small items will be transferred by the concerned Department/Centre/ Section/Unit at one place and the heavy items will remain in the respective Departments/ Centres. While the smaller items will be auctioned/disposed at one place, for heavy items, the AR (Stores) will take the vendor(s) to respective Departments/Centres. The process will be periodic. The disposal shall be arranged at least twice a year. The deletion from the Assets should not be made till the final disposal.
10.8.5 Upgradation of Assets

10.8.5.1 In case of upgradation or purchase of assets under buy back arrangement, the old asset which has been upgraded or exchanged will be treated as written-off i.e. its value will be written-off from the records. The upgraded new asset will be entered in records by raising a computerised GIS. In case of upgradation, the sum of cost of old asset and the differential cost paid, will be considered as cost of the upgraded asset, however in case of buy back the sum of the disposal value of the old asset and the differential cost paid will be considered as cost of the new asset.

10.8.6 Transfer of Stores

10.8.6.1 Transfer of stores within the institute from one department to another and from one official to another can be done. A transfer voucher will be filled by official of the department and sent to SPS for entering in the ACSS Computer System.

10.8.6.2 Transfer of stores from the Institute to another Institute/college/university/industry can be done only with the explicit written approval of the Director. In case of stores purchased through IRD/FITT projects, the transfer of stores can be done with specific instructions from the sponsoring agency. Subsequent to transfer of stores as mentioned in 8.6.1 above the appropriate Stock and Asset Registers shall be suitably updated by SPS's through ACSS System. The value of stores so transferred shall be deducted from the capitalized assets of the Institute as indicated in the Balance Sheet.

10.9 IMPLEMENTATION OF RULES

The Institute shall lay down guidelines specifying normal time for each of the processing function under these rules so that all actions are completed expeditiously.

10.10 INTERPRETATION OF RULES:

Wherever difficulties arise in interpreting these rules or relaxations are required for smooth functioning of research and teaching work, the Director shall be the Competent Authority for approval on behalf of the Board of Governors.
After the Completion of Purchase and Arrival of Goods (A)

- **Items Consumable/Non-Consumable**
  - Completion of form C with issue details & copy in HOD’s office by buyer
  - Completion of form NC with issue details & a copy in HOD’s office by buyer
  - SPS for entry into ACSS system
  - A/Cs or IRD A/Cs for Payment by cheque or adjustment of TA
Purchase Through Quotations

Request for purchase and chairperson for PFC

Approval of the purchase & PFC by CFA

Finalisation of Specifications of Items by PFC

Call of quotations by buyer or through SPS after finalizing the list of prospective vendors (if any) along with approved vendors with SPS

Comparative Statement by SPS or the buyer

Negotiations by PFC if necessary

Pre-Audit by Audit & Placement of order by SPS

Arrival of items in good conditions
FORM `C'
For Adjustment of Cash Advance/Advance by Cheque/
for payment by Cheque
(Please Tick)

Deptt. Code __________ 2001-2002 S.No. __________
(Financial Year)

INDIAN INSTITUTE OF TECHNOLOGY : DELHI
SUMMARY SHEET
CONSUMABLE STORES

Name of Official who drew Advance : (Buyer) _______________________________________
Employee Code : _________________ Advance Amount Rs. ___________________________
Department/Section __________________________ Project Code _______________________
Budget Head _________________________ Sanction No. (if any) _______________________

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name, Address of Supplier Memo No. &amp; Dated</th>
<th>Description of Items</th>
<th>Qty.</th>
<th>Rate</th>
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</tbody>
</table>

Total

[10–18]
Certified that the items on this sheet have been procured by me in good condition.

Sign. of Buyer(s)

Name(s) :
Emp. Code(s) :

For Adjustment/For payment
Passed for Rs. ...........................................
Deduction to be made Rs. ......................
On Account of ........................................
Already paid Rs. ....................................
Balance now payable Rs. ....................... (in words) ...........................................
By cheque directly to vender/through (name) ..........................................................

Sign. of HOD/P.I.
Emp. Code :

HOD/Nominee to sign after ensuring that S.No. as put at the top of the previous page is in order.

Sign. of HOD
or nominee

IRD Accounts/Main Accounts/Audit

Issure Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Particulars of Items</th>
<th>Quantity</th>
<th>Balance</th>
<th>Issued to Sign. &amp; E. Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Received</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Issued</td>
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</tbody>
</table>

[10–19]
FORM `NC’
For Adjustment of Cash Advance/Advance by Cheque/
for payment by Cheque
(Please Tick)

Deptt. Code_____________2001-2002 S.No.__________
(Financial Year)

INDIAN INSTITUTE OF TECHNOLOGY : DELHI
SUMMARY SHEET
NON CONSUMABLE STORES

Name of Official who drew Advance : (Buyer) ________________________________________
Employee Code : _________________ Advance Amount Rs. ___________________________
Department/Section __________________________ Project Code _______________________
Budget Head _________________________ Sanction No. (if any) ______________________

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name, Address of Supplier Memo No. &amp; Dated</th>
<th>Description of Items</th>
<th>Qnty.</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total

[10–20]
Certified that the items on this sheet have been procurred by me in good condition.

Name(s) : 
Emp. Code(s) :

For Adjustment/For payment
Passed for Rs. ............................................
Deduction to be made Rs. .........................
On Account of ...........................................
Already paid Rs. ........................................
Balance now payable Rs. ..........................
(in words) .............................................

By cheque directly to vender/through
(name) ..........................................................

Sign. of Buyer(s)

For Adjustment/For payment
Passed for Rs. ............................................
Deduction to be made Rs. .........................
On Account of ...........................................
Already paid Rs. ........................................
Balance now payable Rs. ..........................
(in words) .............................................

By cheque directly to vender/through
(name) ..........................................................

Sign. of HOD/P.I.
Emp. Code :

HOD/Nominee to sign after ensuring that S.No. as put at the top of the previous page is in order.

Sign. of HOD
or nominee

IRD Accounts/Main Accounts/Audit/Stores

<table>
<thead>
<tr>
<th>Date</th>
<th>Particulars of Items</th>
<th>Quantity</th>
<th>Balance</th>
<th>Issued to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Received</td>
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<td>Sign. &amp; E. Code</td>
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</table>

[10–21]
**ANNEXURE**

**FORMS TO BE USED IN STORES PURCHASE SECTION OF THE INSTITUTE**

<table>
<thead>
<tr>
<th>SP-01</th>
<th>Temporary advance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP02</td>
<td>Application for grant of a licence to import of cylinders.</td>
</tr>
<tr>
<td>SP03</td>
<td>Issue of GIS in respect of imported goods.</td>
</tr>
<tr>
<td>SP04</td>
<td>Release of documents against AWB No.</td>
</tr>
<tr>
<td>SP05</td>
<td>Opening of irrevocable letter of credit.</td>
</tr>
<tr>
<td>SP06</td>
<td>Remittance of issue of bank draft.</td>
</tr>
<tr>
<td>SP07</td>
<td>Clearance of post parcel.</td>
</tr>
<tr>
<td>SP08</td>
<td>Import Order.</td>
</tr>
<tr>
<td>SP09</td>
<td>Letter of credit register.</td>
</tr>
<tr>
<td>SP010</td>
<td>Bank debit/credit memo on A/c of Foreign exchange remittance.</td>
</tr>
<tr>
<td>SP011</td>
<td>Notice inviting quotation (1 Small &amp; 1 Large).</td>
</tr>
<tr>
<td>SP012</td>
<td>Comparative statement.</td>
</tr>
<tr>
<td>SP013</td>
<td>Supply order with terms and conditions.</td>
</tr>
<tr>
<td>SP014</td>
<td>Demand/Issue voucher.</td>
</tr>
<tr>
<td>SP015</td>
<td>Loan slip.</td>
</tr>
<tr>
<td>SP016</td>
<td>Return voucher.</td>
</tr>
<tr>
<td>SP017</td>
<td>Stock verification sheet.</td>
</tr>
<tr>
<td>SP018</td>
<td>Report of survey.</td>
</tr>
<tr>
<td>SP019</td>
<td>Annexure I (Registration form).</td>
</tr>
<tr>
<td>SP020</td>
<td>Application for export of machinery (defective).</td>
</tr>
<tr>
<td>SP021</td>
<td>Declaration to be signed by an import.</td>
</tr>
<tr>
<td>SP022</td>
<td>Bill of entry for home consumption.</td>
</tr>
<tr>
<td>SP023</td>
<td>Form ‘C’.</td>
</tr>
<tr>
<td>SP024</td>
<td>Form ‘NC’.</td>
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