

Stores Department
Accountal & Receipt of Scrap

Do's

- Accountal of returned stores received is done without delay. Entry of all returned stores vouchers are to be made without any delay in NS-11 register.
- Ensure that description of returned stores tallies with the description on the Advice Note/DS-8.
- Ensure verification of credentials of the person who brings returned stores along with Advice Note/DS-8/NS-11.
- Check the material for quality & quantity received along with DS-8/NS-11 and in case of any discrepancy, discrepancy memo must be issued.
- The variation in quantities dispatched and quantities acknowledged by Depot Officers to be informed to concerned officers/consignees and further necessary action to be taken.
- To the extent possible, scrap is to be dispatched by consignees in segregated condition. If not complied then concerned depot officer to take up the matter with the returning officials.
- Try to indicate the location of dumping of received material in the receipt register.

Don'ts

- Do not allow fresh arising to get mixed up with lots already surveyed and ready for sale.
- Do not make any alternation/over-writings on returned stores vouchers (DS8/NS-11).

Inspection of Lots before inclusion in Auction

Do's

- Ensure that sufficient book balance is available before lot is put up for survey.
- Ensure that lots of distinct nature are made as separate lots to avoid picking and choosing at the time of delivery.
- New arising of similar nature material should be collected at new location with sufficient distance from the lot that is included in the auction, to avoid the confusion/wrong delivery at the time of delivery.
- Ensure survey of lots wherever required before inclusion in auction catalogue. Ensure proper nomination of Survey Committee.
- Ensure Survey committee meetings are held regularly to avoid bunching of lots.
- Avoid forming too big or too small lots, which hampers competition.
- Ensure that Lot inspection is properly done and lot No. is exhibited on the lot before inclusion in the auction.
- Ensure filling up of all the columns in lot inspection certificate/ survey committee recommendations without leaving any blanks.

Don'ts

- Do not allow fresh arising to get mixed -up with lots already surveyed and ready for sale.

- Do not allow the scrap merchants or other unauthorized persons to enter the scrap yard except strictly on business and under proper authorization.

Shortage and Refund after Deliveries

Do's

- Ensure that shortage of material at the time of delivery is genuine.
- Ensure that the refunds are arranged promptly.
- Ensure that lots are promptly cancelled forfeiting the EMD wherever the purchasers fail to pay the balance sale value in time.
- Ensure that large variations in the quantities are properly investigated.

Don'ts

- Do not adjust the shortage from other lots or from fresh receipts.

General

Do's

- Ensure stock verification at regular interval as per schedule.
- Ensure regular review of BAR(Book Average Rate/PD rate (Predetermined rate)).
- Officers should carry out surprise inspections and issue inspection notes.

Weighment Facilities

Do's

- Ensure "ZERO" on weighing machine every day before commencement of delivery by weighment.
- Ensure periodic inspection of weighbridge by standard weight & variable weight by depot officers and supervisors.
- Ensure that the weighing machines seals are intact. Ensure certification of weighing machines checked and certified by legal metrology department on due dates.
- Ensure AMC for weighing machines for its proper upkeep.

Delivery of Scrap to Purchasers

Do's

- Ensure verification of genuineness of money receipt for balance sale value and payment of all dues such as sales tax, TCS, water & cess charges, etc before issuing Delivery order.
- Ensure that all columns of the Delivery Order are filled in all respects i.e. Quantity, payment of balance sale value, Free delivery period, etc.
- Ensure that the interest and ground rent are realized wherever necessary before effecting the delivery.
- Ensure delivery is effected in presence of all witnessing officials.
- Ensure all weighments and deliveries are correctly recorded in the relevant register.

- Ensure the material being delivered is the one which is sold in the auction. Ensure that the purchaser does not disturb the nearby material while taking delivery of sold lot.
- Ensure that purchaser does not carry fresh receipts while taking delivery.
- While giving installment delivery, ensure that the quantity being delivered is in proportion to the amount paid and that no extra material is delivered.
- Ensure that progress of delivery is entered on reverse of delivery order.
- Ensure that all the excluded items are collected from the purchaser, before giving delivery of condemned rolling stock.
- Investigate, if the contents of lot to be delivered are found to be significantly different from the description shown in the delivery order.
- Ensure that delivery is made in the permitted hours of working. If necessary, the timings of RPF & ISA/SV to be aligned with depot working timings.

Don'ts

- Do not allow delivery of different lots by same batch of witnessing officials simultaneously at the same time.
- Do not club different lots having different materials while giving delivery on any pretext such as convenience of transportation, etc.
- Do not allow purchasers to pick and choose while arranging delivery of the sold materials. The delivery should start from one end.
- Do not allow purchasers to disturb the nearby material while taking delivery of sold lot.
- In no case sold materials to be stationed out of the depot premises unless issue notes & gate passes have been issued.

Receiving Materials against Stores Contract

Do's

- Ensure that you have received the purchase order against which the material is to be supplied.
- Go through the terms and conditions of the purchase order at once you receive it. If you find any discrepancy, bring it to the notice of the concerned official for rectification/amendment.
- Examine the material received in reference to the terms and conditions of the PO.
- Collect materials by parcel on indemnity bond if PWB has not been received.
- Take Open Delivery of material from the parcel office so that claim on carrier can be lodged for damage in transit. For consignments booked by rail/parcel, ensure to lodge claim within one month from the date of RR/PWB if material has not been received.
- Check whether the material has been supplied as per the mode of dispatch mentioned in the purchase order i.e. by rail/road/ ship/air. Mention the mode of receipt of material including vehicle number and date and time of receipt of material. If the actual mode of dispatch is different from that mentioned in PO then record it.

- For materials to be supplied by authorized dealers of the OEMs, direct delivery clause from the premises of the OEM to the consignee end without routing through the dealer is mentioned in the PO. Ensure that the supply is being received directly from the OEM.
- See the unit of supply of the material in PO. If the unit of supply is in MT, Kg, etc. ensure to take weighment. If unit of supply is in numbers, ltrs, etc which makes it difficult to assess the quantity supplied immediately, do mention the number of cartoons/drums/ jars in which supply has been received. Take acknowledgement of the person accompanying the material.
- If supplies have been made in jars/drums, match it with the capacity/type of jar/drum mentioned in the PO. Check whether any of the jars/drums seem to be broken or damaged prima facie.
- Check the packing condition mentioned in the PO and ensure that whether material being supplied has been packed accordingly or not. This is important for items like safety glass, etc. for whom there is chance of getting damaged in transportation. For such items special packing clause is mentioned in the PO for which charges are paid to the firm/ included in the cost of material.
- Conditions for supply of items like bearings in original packing of the OEM are mentioned in PO. Ensure that supplies have been made in original packing of the OEM.
- If the supply is pre-inspected, ensure that it is accompanied with inspection certificate and relevant test report. Inspecting agency like RITES sends purchaser's copy of IC in advance. Check that whether purchaser's copy of IC has been received by you earlier.
- For imported stores, condition for furnishing import documents like customs out passed Bill of Entry, Bill of Lading/Air Way Bill, Manufacturer's MTC/GC, Country of Origin Certificate and Manufacturer's Invoice are to be furnished at the time of inspection and supply. The inspecting official has to endorse in the IC that import documents have been examined. See this endorsement in the IC.
- Furnishing of import document for imported stores is to ensure genuineness of the material and its purchase at correct price. If condition for furnishing import documents at the time of inspection and supply is not mentioned in the PO, ask the purchase office for amendment.
- Check the non-detachable inspection facsimile available on the material supplied and ensure that it is as mentioned in the IC.
- Sometimes inspection facsimile is not put on each individual item. Rather, in some cases, it has been seen that inspection facsimile is put on the packing/cartoon in which the material is supplied. Record it that how and where inspection facsimile was pasted and available along with the supply. This will be helpful in arranging joint inspection in future, if required, as the inspection facsimile pasted on the material may not last for long.
- Do keep a few inspection facsimile especially pasted on cartoons and packing in your case file. This will help in future if any joint inspection is required to be arranged for the material.

- If the item is not new, match it with the earlier supplies. If you find any difference with the earlier supplies, match the description and specification of the item supplied and item received earlier.
- Check that whether embossing of manufacturer's name, make, month and year of manufacture are available on the material as per the embossing clause of PO or not.
- Embossing is to be done on materials without affecting their structural stability and functional utility. Some items like gasket of rubbers, etc are so small that embossing on them is not possible. Under this circumstance, examine the provision of embossing clause in PO and see that the materials are embossed accordingly.
- If names of other firms are found embossed on the material or its component, then record it and ask the supplier of its reason to be given in writing.
- For shelf life items, see that whether the range of date of manufacturing and date of supply is mentioned in the PO or not and ensure that supply has been made accordingly. If delivery period has been over, then do not account for the material until extension of delivery period is granted by the purchase authority.
- If the material supplied is defective, then issue rejection advice immediately and call for joint inspection with the inspecting agency and the firm. Do not allow the firm to lift the rejected material prior to joint inspection.
- If fresh material is being supplied after rejection, do see that new IC has been issued for the fresh supply. Do not accept the material on IC issued earlier for which the material was rejected.
- Inspection certificates issued have got validity. Normally the validity of IC is for 30 days from the date of issue for dispatch of stores. Ensure to see that the material has been dispatched within this period.
- If the material can be accepted after minor rectification, then allow such rectification after joint inspection only. Do keep a provision in the joint inspection in this case that the material after rectification will be finally accepted after the nod of the inspecting agency that the material is fit for use.
- Do not send the pre-inspected supply for inspection by consignee. It will unnecessarily delay the acceptance of material.
- See that warranty/guarantee furnished by the firm is as per PO.
- If the clause of stage inspection of raw material is incorporated in purchase order of any material, then check whether stage inspection has been done or not and if stage inspection has been done then ensure to obtain related documents of stage inspection with inspection certificate.
- Immediately after material is received, enumerate all the above aspects on a note sheet and put up to the concerned officer for acceptance, rejection or otherwise.
- Officer concerned must examine the material himself and never record his decision only on the basis of the note sheet put up by the subordinate official.