

STORE'S RULES

1. CLASSIFICATION OF STORES:

All stores procured shall be classified into following three categories;

- (a) Major Asset (MAS)
- (b) Minor Asset (MIA)
- (c) Consumable Stores (CS)

(a) **Major Assets (MAS):** Stores satisfying any one of the following conditions shall be classified as major Assets

- (i) Store which are intended to be used over prolonged periods before becoming unusable and obsolete and costing above Rs. 15000/-.
- (ii) Any item which is classified as **Major Assets (MAS)** by the standing committee (as given in clause No. 2) constituted for this purpose.

Examples : Lab Equipments costing above Rs. 15000/- , Assembled Instruments, Brass Ware Flower Pots, Lamp Stand etc), Fabricated Instruments, Gas Cylinders, Almirahs Steel, Main frame computers/servers, Work Stations, Motors, Networking Devices, Photo copying machines, Plants Printers, Multimedia Projectors, Welding machine, Workshop heavy equipments (Lathe Machines drilling & milling machines, power saw, wood working machines) etc.

(b) **Minor Assets (MIA) :** Stores may be classified as Minor Assets or "Limited Life Time Assets" for the items with a life of 4-5 years.

Examples : All Lab Equipments costing less than or equal to Rs 15000/- (Power supplies, CVTs/CRO etc), type writers, accessories and audiovisual systems, All room fixtures (door closers, blinds, boards, wall/ exhaust fan etc), UPS, Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc), Battery chargers, Computer Accessories, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modems/hubs (Routers) switches, Personal Computers, Portable Generators, inkjet/ laser printer Small portable electrical hand tools (Hand drill, planners, grinders etc), Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, etc.

- (c) Consumable Stores (CS):** Stores satisfying any of the following conditions shall be classified as Consumable Stores
- (i) Stores which exhaust with lapse of time.
 - (ii) Stores which are rendered unserviceable due to normal wear and tear.
 - (iii) Stores which have negligible disposal value. Value of store should be less than Rs 5000/-.

Examples : Chargeable and non chargeable batteries, Chemicals & plastic material, Components installed inside Cabinet of PC (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc), Electrical items like plugs, tops, switches, fixtures, heater plates etc, Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc), fabrication materials like Metal sheets, rods, wires, Glass and Quartz ware, Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc), plant pots, Light sources (bulbs, tubes, laser pointers etc), Optical components like Lenses, Prism, Gratings, filters, optical fibers, patch cord etc, printer consumables (Ribbon, Cartridges etc), Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc), tubing (copper, Aluminum, rubber, PVC etc), umbrellas & raincoats, W/shop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc), Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Darri/Carpets & other cloth items, Electric wires / UTP Cables /Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler, Heating mantles, Iron meter, Keyboard, mouse and speakers, Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc), Magnetic tape, Medicines, Non electrical balance, pH meters, Plastic buckets, Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs.5,000/-), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

2. The Chairmen of all GPC/ SPC may constitute the standing committee to resolve any confusion in classifying the assets. The senior most Chairman of GPC/SPC will be the chairman of standing committee.

3. Stock Registers (for all Major Assets, Minor Assets and consumable items) for each Project shall be maintained separately (and kept with the concerned Laboratory /P.I) but all the assets shall also be entered simultaneously in the departments T & P register.
4. One T & P Register should be prepared in each laboratory and a departmental T & P register may also be prepared and kept with the concerned Head of the department.
5. **Store Verification** :-On recommendations of the O.C's of different laboratories facilities/sections of the Departments regarding the irrecoverable losses, and losses due to stores lost, or rendered unserviceable due to fair wear and tear the Head of the Department /Centre/ Unit will constitute the committees for survey of unserviceable (Major & Minor Assets) stores in their respective department. This committee of the Department shall inspect such losses and fix their depreciated value. It will also pin-point responsibility for losses of items found short and shall recommend as to how these are to be made up/paid for by the individuals responsible for the loss. The report of the committee shall be considered by the Department Professorial Committee (DPC) and its recommendations in respect of major assets shall be sent to the Deputy Registrar (Admn.) on Proformas A & B (attached), for consideration by the Institute Technical Committee.
6. **Writing off and disposal of Unserviceable Stores**
 - (a) On the recommendation of DPC, the Head of the department may allow writing off the minor assets with intimation to the Deputy Registrar (Admn).
 - (b) **Institute Technical Committee:** The Director shall appoint a Technical Committee which shall examine the proformas sent by the Departments etc. and shall recommend the Major Asset stores which are actually unserviceable /beyond economic repair/beyond local repair, to be considered for writing off, by the Competent Financial authority. The Technical Committee may delete those items which in its opinion, are serviceable or are not beyond local/economic repair. Thereafter, proformas 'A' & 'B' will be forwarded to the Deputy Registrar (Admn.) Office, for consideration by the Competent Financial Authority. The composition of the Technical Committee shall be as under:-

- I. One Professor to be nominated by the Director for three years, who shall be the Chairman,
 - II. One member nominated by the concerned Department/Limb of the Institute for a period of years.
 - III. One member from outside nominated by the concerned Department/Limb of the Institute for a period of years.
- (c) The recommendations of the Institute Technical Committee (ITC) are to be considered by the Competent Financial Authority (CFA) to write off as under :-

CFA	Normal Wear & tear, Individual Item Costing (Rs.)	Abnormal Wear & Tear, Individual Item costing (Rs.)
Head of the Deptt.	Upto 15000	Nil
Deputy Director	Upto 100000	Upto 5000
Director	Upto 500000	Upto 10000
Board of Governors	Above 500000	Above 10000

After approval of the Competent Financial Authority, a proper notification for writing off is to be issued by the Deputy Registrar

- (d) **Institute Disposal Committee:**
- (i) The stores, written off, will be inspected and auctioned by the Institute Disposal Committee (IDC). The committee shall consist of the following members.
 - a. One Professor to be nominated by the Director , who shall be the Chairman for a period of years.
 - b. One member nominated by the concerned Department /Limb of the Institute for a period of years.
 - c. Member Secretary appointed by the Competent Authority for a period of years.
 - d. Asstt. Registrar (Gen.) Joint Member Secretary for a period of years.