

CHAPTER – 2

OBJECTIVES AND PRINCIPLES OF STORES MANAGEMENT

2.1 OBJECTIVES OF STORES MANAGEMENT

The objectives of stores management are to ensure the receipt and storage of materials ensuring proper utilization of resources.

Major objectives are:

- Receive and transport material intended by the users and its custody till their actual consumption or usage.
- Proper accounting of inventory and maintenance of data.
- Preservation of materials to prevent damage.
- Maintain optimum level of common user items in consultation with user unit for facilitating uninterrupted supply of materials to users
- Confirm availability or non-availability of stores whenever asked by user.
- Protect material from pilferage, theft, fire & other risks with support from users.
- Detection of obsolete/slow-moving and non-moving inventory.
- Timely disposal of surplus, unserviceable, obsolete equipment/stores and scrap materials
- Ensure most effective utilization of the available storage space

2.2 PRINCIPLES OF STORES ACCOUNTING

Stores accounting principles in DPS are derived from the guiding principles of materials management. They are as follows:

- 2.2.1 Principles of stores accounting should follow and adopt themselves to established principles of storekeeping procedure.
- 2.2.2 All materials received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken, and they shall be taken in charge verifying that the quantities are correct, their quality good, duly certified by inspecting officer / user section, and they are according to specifications given in the contract.
- 2.2.3 Free Issue Material (FIM) is to be released on receipt of proper safeguards and intimation from contracting authority.
- 2.2.4 Issue of material on chargeable basis to contractor or outside organisation shall be made by the Stores Unit on Receipt Cum Issue Voucher (RCIV) against a written authorisation from the Competent Authority.