

CHAPTER – 4

STRUCTURE OF STORES ORGANISATION

4.1 FUNCTIONS OF STORE

- a) Confirm availability or non-availability of item in stores unit
- b) Provisioning and Indenting of common user items.
- c) Receipt and Documentation of material.
- d) Storage and Preservation.
- e) Issue of material.
- f) Quantitative accounting of material and maintenance of relevant records.
- g) Identification and reporting of surplus, obsolete and unserviceable stores and condemnation of vehicles.
- h) Disposal of surplus, obsolete, unserviceable stores, motor vehicles and scrap.
- i) Clearance of consignments against orders placed by DPS.
- j) Engagement of material handling equipment and facilities for movement of material as required.
- k) Transportation of material between different locations within the unit.
- l) Dispatch of materials to outstation.
- m) Carrying out Internal Stock Verification and providing all necessary support for External Stock Verification.

4.2 ORGANISATION OF STORES

Stores can be organised depending upon the size of the plant, topography, nature of plant activity, volume of transaction, etc. A stores organisation is expected to give timely service such as

- a. Receipt, inspection and issue of stores
- b. custody and preservation of material
- c. clearance of consignment
- d. packing and transportation
- e. physical distribution of material
- f. accounting of materials
- g. disposal of surplus, obsolete, unserviceable and scrap items

4.3 ROLE OF DIFFERENT SECTIONS

4.3.1 Material Receiving Section

This section is responsible for receiving consignments from all sources. The section by and large carries out jobs relating to material receiving temporary storage, issues, preservation, etc.

This section takes delivery of materials, carry out preliminary inspection, quantity conformation and arrange technical inspection.

4.3.2 Disposal

The normal non-conforming items like rejections, surplus, unserviceable, obsolete and scrap, etc. are disposed off by Stores Unit. There can be a separate Disposal section depending on the volume of transaction with required infrastructure. Electronic mode is to be preferred for disposal tenders.