

## CHAPTER - 15

### WINDING UP OF STORES / DISMANTLING OF STORE

#### 15.1 Introduction

Closure of a facility like stores means the project has completed its desired objective and it may not be worthy enough to keep it functioning just for nothing. Since Store is one of the primary and important divisions to deal with materials, it should take lead role in re- locating the entire Stores Unit.

- 15.2 Once a decision is taken to dismantle the store by authorities, a number of preliminary works have to be planned and carried out systematically.
- 15.3 The reasons for closure of the facility must be well established with the approval of authority concerned beyond any scope for doubt.
- 15.4 Records pertaining to stores, its material accounting, stock balance, pending discrepancies / cases of disputes, etc. must be preserved and kept at the identified location as the same is required for final settlement and future references.
- 15.5 The movement of materials inward to be restricted and outward issues encouraged to bring down to minimise the inventory.
- 15.6 Planning the movement of materials to outward would be such that,
  - a) A circular with the approval of authority shall be issued to all DAE Units indicating winding up of the facility and availability of serviceable material that can be spared to other Stores' needs. Required time limit shall be given for submitting any such requirements to all units and necessary arrangements taken for inspection and dispatch.
  - b) Identify the useful materials to be moved out on chargeable issues / loan issues to other units. Requirement for such materials to any local bodies can be considered and can be spared with proper approval.
  - c) As the major work related to a closing unit is disposal of leftover materials and scrap action must be initiated to dispose off remaining surplus materials as per the approved procedure within a definite time frame.
  - d) If required, a separate transport contract shall be concluded for the shifting job. The end point of one unit can be the beginning point of another unit. So, all useful materials can be preserved and moved to the new location.
  - e) All materials required to be shifted out of the premises must be verified, packed individually. These materials can be loaded into a box / crate / or container for safe and easy handling and transportation.
  - f) Help of security personnel is required during packing and loading process to enable security to correctness of quantity.
  - g) Excess staff are to be relocated / transferred for which necessary proposal be forwarded to Administration.

- 15.7 The inventory record at stores is required to be verified for the correctness of materials shifted out /for costing, etc. Any good condition material handling equipment / storage utilities, etc. can be useful, hence its worthiness must be explored at the new location / other nearest unit.
- 15.8 A final report of stores thus shifted must be provided to the head of the organization, one for DPS and one office copy to be preserved for future verification.
- 15.9 Materials shifted / transferred to new location will be taken on charge as per stores normal procedure and accounted. There may be materials or remains of installations which are hazardous / active or cause concern to locals, disposal of such materials are to be carried out by the Units concerned.
- 15.10 The information regarding closure of activities must be brought to the notice of all Constituent Units including local bodies to make a note about its non existence. Any Storage licences, etc. may be surrendered and deposit if any taken back.