

STORE MANAGEMENT



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STORE MANAGEMENT

Store plays a vital role in the function of an organisation. It is in direct touch with the user departments in its day to day activities. The most important role played by store is to provide an uninterrupted supply of materials to the various user departments. The successful and efficient functioning of a department depends mainly upon how best the materials are supplied by store to them.



The functions of the store can be detailed as under: -

1. To receive the ordered materials from the suppliers as per the procedure.
2. To take all the documentation action related to the received materials.
3. Take on the inventory charge all the materials received and pass the bill and arrange payment to the supplier through Accounts Department.
4. Categorise and codify the received materials.
5. Allot separate locations for each category of materials for appropriate stocking.
6. Take action for adequate arrangement for care and preservation of the material and safety precaution.
7. Ensure proper procedure for smooth issue of materials to the user department.
8. Disposal of scrap material as per the procedure.



To carry out the above function the following arrangement are essential:

(a) ACCOMMODATION

There should be a proper storehouse building with all required facilities. Normally the location of the store house should be near to the user departments to minimise the time delay in issue, handling, infrastructure labour etc. The central receiving and dispatching counters should be easily accessible to the transports to ensure easy and quick receipt and dispatch of materials.



(b) LAY OUT OF STORE HOUSE:

The store should have arrangements for easy movements of materials like ramps, good floor etc, sufficient space for the men and materials handling equipments, good walls and roofs with proper ventilation.

(c) INFRASTRUCTURE:

A store should have the infrastructure like racks, shelves, crating, trolley, hand carts, hand gloves etc for easy and smooth function of the store. Cold storage, heating equipment, air conditioning, refrigerators etc wherever necessary, for the preservation of the materials should be available



(d) Comfortable working atmosphere for the personal working in store should be available. Necessary furniture, adequate lighting arrangement, windows, for air circulation etc should be available.

(e) SAFETY ARRANGEMENTS

Safety arrangements against untoward incident like fire, lightning, theft etc should be made.



STORES POLICY AND PROCEDURES

GENERAL POLICY:

- To keep purchases at low level
- To avoid delays in procedures
- To keep stock at minimum
- To not to go out of stock of any item
- Permission for local purchases
- Indents to be obtained for all purchases
- All issues are to be acknowledged by recipients
- Scraps are to be handed over at stores under acknowledgement
- Physical Stock is to be taken at year end
- All transactions are to be accounted
- Stock is to be verified on perpetual basis
- The purchase and stock activities are to be done by the store keeper himself.



REQUIREMENT OF MATERIALS:

- Purchase requisition received daily, from electrical, civil, housekeeping, general ward and OT.
- FHOT requisitions received once a week.
- Other Hospitals requisitions are received once in a month.
- The department heads only authorized to raise indent.
- A department sister draws materials under acknowledgement.
- In regular items SK himself raise indents.
- All indents are to be approved by the Administrator / Manager Store before processing for purchase.



PURCHASING:

- Consumables such as medicine, cotton, IOL, Contact lens, regular printing.
- Items bought on annual rates.
- After approval of indents - to find out the sources of supplies.
- Depending on time factor-urgent or not-either to get quotations from local parties or from manufacturers and dealers is decided.
- Enquiries prepared and sent to parties.
- Quotations are received, opened and lowest rates or quality of sample considered for deciding the supplier.
- Tabulations done for quotations received and get approved by Administrator/ED/Secretary for annual rates.
- Other quotations/and purchases are finalized by store manager himself.



ORDERING:

- After finalizing the party, purchase order is prepared in triplicate-one to supplier, another to accounts & the third is retained in stores.
- Local items are listed and given to procurers (who regularly do procurement & supply job to various consumers) who supply and bill them.
- For annual items staggered delivery schedule is given. Also on requests by letters/phone

RECEIVING MATERIALS:

- Materials are received directly at stores.
- Counted/weighed-informed to departments. They come and approve for acceptance. If Damage / substd.quality that is returned for replacement. Or the quantity reduced in bill and corrected for actual receipt.
- The bill or delivery note received along with materials & acknowledgement .
- If brought by lorry or cart the charge is paid by us.
- Printing items are delivered by hand.



STOCKING:

- Materials after quality passing are placed in respective Bins / containers etc.
- Sock level is checked regularly through computer and further purchases are arranged
- Obsolete / non moving lists are prepared and given to Administrator
- Scraps separately kept & given to disposal to House keeping for disposal
- No insurance is covered for the stocks as cost saving measure

ISSUES:

- Issues are made against Indent forms from departments.
- Indents are to be signed by the head of the department.
- The sister draws the materials signing for receipt.
- Any excess or unused items drawn for camps are received back and material return note is prepared & accounted.
- Medicines are issued directly to departments by the medicine store.
- IOL is issued to FH directly by Aurolab and the bill sent for payment.



STOCK VERIFICATION:

- Stock is verified on receipt from supplier.
- At the year end the physical stock is verified by the store team in a phased manner for 15 days.
- Any stock difference is adjustment by suitable entries in the ledger.
- Few items randomly checked by the internal auditors once in six months.

AUDITING:

- The store accounts are audited once in six months by external auditors.
- Only test checks are made.



Thank You



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