

Stores Policy & Procedures

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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 for 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 handedover 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 before processing for purchase

ORDERING:

- After finalizing the party, 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 sisters 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 medical shop.
- 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.

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Thank You