

STORE'S RULES

1. Classification of Stores:

All stores procured shall be classified into following three categories;

- A. Major Asset (MAS)**
- B. Minor Asset (MIA)**
- C. Consumable Stores (CS)**

A. Major Assets (MAS): Stores satisfying any one of the following conditions shall be classified as major Assets

- i. Store which are intended to be used over prolonged periods before becoming unusable and obsolete.
- ii. Any item which is classified as Major Assets (MAS) by the standing committee (as given in note below) constituted for this purpose.

Examples: Lab Equipment, Assembled Instruments, Brass Ware Flower Pots, Lamp Stand etc), Fabricated Instruments, Gas Cylinders, Almirahs Steel, Main frame computers 'servers, Work Stations, Motors, Networking Devices, Photo copying machines, Plants Printers, Multimedia Projectors, Welding machine, Workshop heavy equipment (Lathe Machines drilling & milling machines, power saw, wood working machines) etc.

B. Minor Assets (MIA) or Limited Life Time Assets (LLTA):

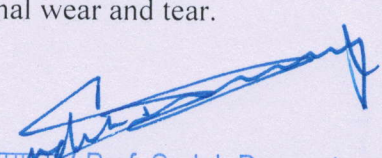
Stores may be classified as Minor Assets or "Limited Life Time Assets" for the items with a life of 4-5 years.

Examples: All Lab Equipment, (Power supplies, CVTs/CRO etc), type writers, accessories and audio-visual systems, All room fixtures (door closers, blinds, boards, wall/ exhaust fan etc), UPS, Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc), Battery chargers, Computer Accessories, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modern Hub (Routers) switches, Personal Computers, Portable Generators, inkjet/ laser printer Small portable electrical hand tools (Hand drill, planners, grinders etc), Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, etc.

C. Consumable Stores (CS):

Stores satisfying any of the following conditions shall be classified as Consumable Stores

- i. Stores which exhaust with lapse of time.
- ii. Stores which are rendered unserviceable due to normal wear and tear.


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iii. Stores which have negligible disposal value.

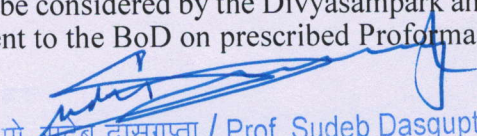
Examples : Chargeable and non-chargeable batteries, Chemicals & plastic material, Components installed inside Cabinet of PC (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc), Electrical items like plugs, tops, switches, fixtures, heater plates etc, Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc), fabrication materials like Metal sheets, rod wires, Glass, Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc), plant pots, Light sources (bulbs, tubes, laser pointers etc), Optical components like Lenses, Prism, Gratings, filters, optical fibers, patch cord etc, printer consumables (Ribbon, Cartridges etc), Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc), tubing (copper, Aluminium, rubber, PVC etc), umbrellas & raincoats, W/shop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc), Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Darri/Carpets & other cloth items, Electric wires / UT P Cables [Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler, Heating mantles, Iron meter, Keyboard, mouse and speakers, Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc), Magnetic tape, Medicines, Non electrical balance, pH meters, Plastic buckets, Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs. 10,000/-), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

NOTE: The competent Authority may constitute a standing committee to resolve any confusion in classifying the assets not covered above.

2. General Rules:

- i. Stock Registers for all Major Assets, Minor Assets and consumable items, for each Project shall be maintained separately and kept with the concerned PI. But all the assets shall also be entered simultaneously in the Divyasampark T&P register.
- ii. Stock Registers for Assets and Consumables purchased under project shall be maintained separately by the concerned PI and at the closure of the project the items, assets and consumables have to be transferred to the stock register of Divyasampark.
- iii. Details of the assets shall simultaneously be intimated to Divyasampark by the different PIs as and when purchase is made by them.

3. **Store Verification:** The annual of all major and minor assets of projects shall be done by verifying Officer appointed by CEO, Divyasampark. On recommendations of the PI/concerned head regarding the irrecoverable losses, and losses due to stores lost, or rendered unserviceable due to fair wear and tear the CEO will constitute the committees for survey of unserviceable (Major & Minor Assets) stores in their respective department. This committee shall inspect such losses and fix their depreciated value. It will also pin-point responsibility for losses of items found short and shall recommend as to how these are to be made up/paid for by the individuals responsible for the loss. The report of the committee shall be considered by the Divyasampark and its recommendations in respect of major assets shall be sent to the BoD on prescribed Proformas, for consideration by CEO.


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4. Writing off and disposal of Unserviceable Stores

- a. On the recommendation of PI, CEO may allow writing off the minor assets with intimation to the BoD.
- b. The CEO shall appoint a Technical Committee which shall examine the proformas sent by the PIs and shall recommend the Major Asset stores which are actually unserviceable beyond economic repair/beyond local repair, to be considered for writing off, by the Competent authority. The Technical Committee may delete those items which in its opinion, are serviceable or are not beyond local/economic repair. The composition of the Technical Committee shall be as under:
 - i. Two BoD nominee for two years, who shall be the Chairman,
 - ii. One member nominated by CEO for a period of two years.
- c. The recommendations of the Technical Committee (TC) are to be considered by the Competent Authority (CA) to write off as under:

Competent Authority	Normal Wear & tear, Individual Item Costing (Rs.)	Abnormal Wear & Tear, Individual Item costing (Rs.)
PI	NIL	NIL
CEO	Upto 15000	upto 200000
Board of Director	Upto 2000000	Any Amount

After approval of the Competent Authority, a proper notification for writing off is to be issued by the CEO.

5. Disposal Committee:

The stores, written off, will be inspected and auctioned by the Disposal Committee (DC).

The committee shall consist of the following members.

- i. Two nominees of the Board of Director, who shall be the Chairman for a period of Two years.
- ii. Member Secretary appointed by the Competent Authority for a period of Two years

Items are required to be disposed in line with guidelines/rules of GOI, for Hazardous and Non-Hazardous Items.

NOTE:

1. The rules may be revised as and when required.

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