

Function of Central Stores

- Indenting & Inspection of Stationery / consumable items for all teaching / non-teaching departments on ARC basis.
- Procurement & Inspection of Wooden furniture for all teaching / non-teaching departments on Press Tender basis.
- Procurement & Inspection of standardized class rooms & hostel furniture on Annual Rate Contract (ARC) basis.
- Indenting of various items required for fabrication of wooden furniture (In-House) on ARC / LTE basis and also Fabrication of wooden furniture items by using recently established In-House Facility.
- Indenting of various items related to maintenance works for teaching / non-teaching departments indented by DOS on ARC basis.
- Maintaining indent record indented by DOS for maintenance works and follow-up with DOF in respect of issuance of their Contract Schedules.
- Maintenance of Stock Registers for various maintenance related items (category wise).
- Maintenance of Central Stock Register (Non-Stock register) of various items procured by teaching /non-teaching departments e.g. Machineries & Equipment, Consumable / Non-Consumable. This system is also computerized.
- Preparation of Store Issue Statement for Stationery / Consumable items for teaching / non-teaching departments on monthly basis and forward it to DOF for reconciliation of allocated budget.
- Maintenance of Imprest Account for procurement of various items in compliance of exigent nature of maintenance works / requirements in due limit.
- Maintenance of record for unserviceable / scrap items (department / section wise).
- Collection of unserviceable / surplus items from teaching / non-teaching department.
- Process for holding annual auction of this university.
- Process record for unserviceable / scrap items for Book Value Estimation through DOF.
- Monitoring & compliance of procedures for weighing of empty vehicle through specified weighing scales.
- Process summary of payments received (lot-wise) for final approval and sanction from competent authority for disposal of unserviceable, scrap / junk items.
- All Stock Registers & indent records are computerized using Central Stores Management Information System.