

CHAPTER 10

COMPREHENSIVE STORES AND PURCHASE RULES FOR PURCHASES FROM INSTITUTE NON-RECURRING & RECURRING FUNDS AND FUNDS OF SPONSORED/ CONSULTANCY PROJECTS

10.1 PREAMBLE

These rules for purchase and accounting of equipment/consumable for Departments/ Centres/ Sponsored/ Consultancy Projects/Laboratories have been framed in order to provide a conducive working environment for teachers and students to promote excellence expected from NITs and as such should be interpreted in that context, so that the procurement of the needed equipment/stores is done in time and without procedural wrangles, which permits laboratory and research work to be pursued with greater vigour. These Rules also contain details of accounting, maintenance of records, disposal and write off of stores/equipment.

10.2 ABBREVIATIONS AND DEFINITIONS

A/Cs	:	Main Accounts Section.
Audit	:	Internal Audit Section.
BOG	:	Board of Governors.
CFA	:	Competent Financial Authority.
CS	:	Consumable Stores.
DR&C	:	Dean Research and Consultancy
Faculty	:	All Academic Staff.
HOD	:	Head of the Deptt./Centre.
ICN	:	Inventory Control Number.
IIED	:	Industry Institute Interaction & Entrepreneurship Development
INDENT	:	Indent book
GSR	:	General Stock Register
MASR	:	Major Stock Register (Non-Consumable Stores).
MISR	:	Minor Stock Register (Non-Consumable Stores).
SR	:	Stock Register (Consumable Stores).
DPC	:	Departmental Purchase Committee.
CPC	:	Central Purchase Committee.
EPC	:	Estate Purchase Committee.
PI	:	Principal Investigator of Sponsored /Consultancy Project.
PR	:	Purchase Requisition as raised through DPC.
ARS	:	Assistant Registrar Stores and Purchase
CSP	:	Central Stores and Purchase
TEQIP	:	Technical Education Quality Improvement Project
CEP	:	Continuous Education Program Cell

10.2.1 DEFINITIONS

The definitions in this section should be interpreted in the context of this document only.

Department: Department shall imply Department/Inter-Disciplinary program/ Centre/ Central Facility/ Unit or any entity in the Institute which has a separately allocated budget.

Project: Project shall mean any sponsored consultancy project or any other activity which has a valid project number given by the DR&C/TEQIP/CEP etc. of the Institute.

Principal Investigator: Any faculty of the Institute, whose name is recorded as a Project Investigator in the records pertaining to the project in the office of DR&C/TEQIP/CEP etc. At any point in time only the first named Project Investigator in the records of the Project in the R&C office will be identified as the Principal Investigator for operational purposes (e.g. exercise of financial powers).

Associated Department: The associated department of a project is the department to which the PI of the project belongs.

Buyer: Any faculty/group A officer who draws advance or signs as purchaser. Seller: A seller refers to the company/vendor/dealer/agent/individual from whom the institute may buy goods or services.

Temporary Advance: It is an advance which can be taken to meet contingent expenses on MASR/MISR/CS/Miscellaneous items. This should normally be taken from the appropriate budget head.

Imprest: It is a rolling advance which is taken to meet day to day contingent expenditure of minor nature.

10.3 CLASSIFICATION OF STORES

10.3.1 All stores procured shall be classified into three categories viz. MASR - Major Stock Register (Non-Consumable stores), MISR - Minor Stock Register (Non-Consumable stores) and SR – Stock Register (Consumable Stores).

10.3.2 Major Stock Register (MASR) - Stores satisfying any one of the following conditions shall be classified as Major Assets:

- i) Stores which are intended to be used over prolonged periods (more than 5 years) before becoming unusable or obsolete and costing above Rs.15,000/-;
- ii) Wooden, steel furniture and office equipment.

Examples: The examples are indicative and not exhaustive). Plants, machinery, instruments, printers, motors, assembled instruments, fabricated equipment.

10.3.3 Minor Stock Register (MISR): Stores satisfying any one of the following conditions shall be classified as Minor Assets:

- i) Stores costing any amount and having useful life of less than five years, which lose rapidly their value/relevance with the lapse of time or have very little or negligible disposal value.
- ii) Stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions. Typically, such stores were earlier classified under MASR.
- iii) stores which are intended to be used over prolonged periods and costing less than Rs.15,000/-.

Examples: Personal Computers (PCs), computer accessories, software.

10.3.4 Stock Register (Consumable Stores) (SR): Stores satisfying any of the following conditions shall be classified as Consumable Stores:

- i) Stores which exhaust with the lapse of time;
- ii) Stores which are rendered unusable due to normal wear and tear;
- iii) Stores which have negligible disposal value;
- iv) Spares of equipment etc. under MASR or MISR category.

Examples: Chemicals, stationary items, printer ribbons and cartridges, floppies, CD ROMS, magnetic tape, electronic components like resistors, capacitors, connectors, electrical wires, plugs, switches, tool bits and hand tools etc.

10.4 COMPETENT FINANCIAL AUTHORITY

10.4.1 Purchase of Stores and Services:

CFA	Individual Item Costing (Rs.)
HOD/PI	Up to Rs.1, 00,000/-
Deputy Director (Admn.)/DIIIRD	Up to Rs.5, 00,000/-
Director	above Rs.5, 00,000/-

10.4.2 Write-off and Disposal of Stores:

CFA	Normal Wear and Tear Individual Item Costing (Rs.)	Abnormal Wear and Tear Individual Item Costing (Rs.)
HOD	Up to Rs.10, 00,000/- (Total Amount not to exceed Rs.1, 00,000/-)	Nil
Deputy Director (Administration)	Up to Rs.1, 00,000/- (Total amount not exceed Rs.5, 00,000/-)	Up to Rs.5, 000/-
Director	Up to Rs.5, 00,000/- (Total	Up to Rs.10, 000/-

amount not to exceed Rs.
10, 00,000/-)
Board of Governors above Rs.5, 00,000/- (Total amount exceeding Rs.
10, 00,000/-) above Rs.10, 000/-

10.4.3 Delegation of Administrative and Financial Powers

In the 23rd Finance Committee meeting held on 07/10/2013 approved the following delegation of administrative and financial powers in their respective area of domains, in the interest of efficiency and decentralization of powers. All these powers are subject to the pre-audit.

S. No.	Designation	Powers
1	Deans, HoDs and Principal Investigators of project	Up to Rs. 50, 000/-
2	Registrar	Up to Rs. 250, 000/-
3	Dy. Registrar	Up to Rs. 30, 000/- and to make all statutory payments such as bills of telephone, water, taxes etc. without any financial limit
4	Assistant Registrar	Up to Rs. 15, 000/-

10.4.4 Authorized Signatories of Cheques and RTGS

In the 23rd Finance Committee meeting held on 07/10/2013 approved the following change of authorized signatories of cheques and RTGS.

S. No.	Amount of Cheque/RTGS	Signatory Authority
1	Up to Rs. 15, 000/-	Assistant Registrar (A/c)
2	From Rs. 15, 001/- to Rs. 50, 000/-	Dy. Registrar (Accounts)
3	From Rs. 50, 001/- to Rs. 100, 000/-	Jointly by Dy. Registrar (Accounts) and Assistant Registrar (A/c)
4	From Rs. 100, 001/- to Rs. 250, 000/-	Registrar or Dean (Admin.)
5	From Rs. 250, 001/- to Rs. 500, 000/-	Any two out of Registrar, Dy. Registrar (A/c) or Dean (Admin)

6	More than Rs. 500, 001/-	Any two out of Director, Registrar and Dean Administration
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10.5 GENERAL PROCEDURE AND RULES FOR ALL PURCHASES

10.5.1 Purchase/ upgradation/ exchange of equipment, components, minor furnishing, office equipment, consumables, stationary, hiring of services /annual maintenance contracts etc. shall be effected through the following systems of purchase except where stated otherwise. This shall be applicable to all purchases through the recurring/non-recurring budget heads and through funds received for sponsored/consultancy projects, except out of Rinds earmarked for Works Department:

- 1) SARAL Purchase.
- 2) SUGAM Purchase (Purchase through Purchase Committee).
- 3) Purchase through Quotations/Tenders and Rate Contract.
- 4) Purchase for MNIT Dispensary.
- 5) International Purchase.

Flow Diagrams for different systems of purchases as in para 5.1 are given at Annexure-I.

Systems of Purchases

10.5.2 SARAL Purchase: (Purchase of Goods without Quotation)

A buyer may make purchases upto a ceiling of Rs. 50, 000/- after ensuring the reasonability of prices. The purchase may be effected either through a permanent imprest held in the name of the HOD or his nominee/PI or through a temporary advance of upto Rs. 50,000/- that may be specifically drawn for the purchase in the name of a buyer or through credit after obtaining the approval of the CFA.

10.5.3 SUGAM Purchase (Purchase through Purchase Committee)

The composition of the Purchase Committee for the purchase of total costing above Rs. 50, 000/- and upto Rs. 5, 00, 000/- only on each occasion may be made on the recommendation of duly constituted Purchase Committee. The committee shall consist of atleast three faculty/Group A Officers and HOD/Nominee (PI in case of projects). In order to ensure reasonability of the prices, the committee may survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. If necessary, the committee may draw advance upto Rs.100,000/- for making cash purchases.

Note: Large Purchases should not be split in smaller lots so as to qualify under SARAL and SUGAM Purchase.

10.5.4 Purchase through Quotations: (Limited Tender Enquiry)

Purchase of individual items with estimated cost above Rs.5,00,000/- and upto 25,00,000/- shall have to be through quotations, copies of bidding documents should be sent directly by speed post/ registered post/ courier/ email to firms which are borne on the list of registered suppliers for the goods. The number of supplier firms in limited tender enquiry should be more than three. To facilitate this, a Departmental Purchase Committee (DPC) is constituted for purchase of items upto Rs. 500, 000/- and Central Purchase Committee (CPC) constituted for purchase of items beyond Rs. 500, 000/- and upto Rs. 2500, 000/- as per details at para 5.4.1 and 5.4.2.

10.5.4.1 Departmental Purchase Committee (DPC)

A. Constitution

- | | | |
|----------------------------------|---|----------|
| 1. Head of the Department | : | Chairman |
| 2. Professor/Associate Professor | : | Member |
| 3. Assistant Professor | : | Member |
| 4. Indenter | : | Member |
| 5. DR/AR(A/c) | : | Member |

B. Financial Power

Up to Rs. 5.00 Lacs it includes purchase of machines, equipment, instrumentation repair, servicing, routine consumables and raw materials. It excludes Furniture/ Printer/ Laptop/ Luxury items/ vehicle etc.

10.5.4.2 Central Purchase Committee (CPC)

A. Constitution

1. Chairman
2. Dean (R&C)
3. One Expert Mechanical
4. One Expert Electrical
5. One Expert Computer
6. Indenter
7. HoD concerned
8. Coordinator
9. Dy. Registrar (Accounts)
10. Assistant Registrar (Stores & Purchases)

11. Registrar (Member Secretary)

B. Financial Powers

Beyond Rs. 5.00 Lacs

General Guidelines

DPC may meet every fortnight and CPC may meet 3 times in a month or as per need.

The dates prefixed earmarked days may be worked out in meetings with members of committee.

10.5.4.3 Processing of Quotations

Quotations may be invited or received either through post/courier service/press, by the department or Central Stores from the firms listed on the approved panel of suppliers. The notice inviting quotation should be sent either on blank NIQ format or by raising an indent and then NIQ through MIS. A panel of approved vendors for various items shall be maintained by Central Stores. The buyer may also recommend names of firms for inclusion in the approved panel. Thereafter, on the due date/time the individual quotations shall be opened in the presence of at least two members of DPC/CPC by the Buyer or ARS depending upon who initially invited the quotations. All the quotations will be signed by the officials present at the time of opening. A comparative statement shall be prepared either by the buyer or the ARS as the case may be. The comparative statement along with the quotations will be submitted to the DPC/CPC for necessary recommendations.

The accepted quotations will be ringed (circled) in ink on the original quotation and on the comparative statement. Also a justification for the particular choice, i.e. being the lowest quotation or on technical grounds should be recorded on the comparative statement.

Normally, the purchase shall be approved on the basis of at least three quotations. However, the Director/his nominee can relax this condition on sufficient grounds on the recommendations of the DPC/CPC. In case of proprietary items, the item may be procured from the proprietary source on the basis of a single quotation after certification of the proprietary nature of the item by the seller/supplier. In such cases, wherever possible, the purchase price of similar item paid previously may be used as a benchmark to ensure reasonability of price.

The Purchase Order for the recommended items(s) shall then be raised by official of the Department/ARS depending upon who initiated the purchase. ARS will prepare the Supply Order and send the file to Audit/A/Cs as the case maybe. The Audit shall pre-audit the Supply Order. Since it also maintains budgetary record of non-recurring and recurring expenditure of all departments, it shall certify availability of funds etc. In case of projects, A/Cs shall certify the funds. Thereafter, approval for the purchase shall be obtained from the Competent Financial Authority (CFA) and the Supply Order duly stamped "checked" shall be sent to ARS for issue to vendor.

10.5.5 Purchase through Advertisement: (Advertised Tender Enquiry)

Invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 Lakh (Rupees Twenty Five Lakh) and above. Advertisement in such cases should be given in one national and one local newspaper having wide circulation and should be posted on institute website with all its advertised tender enquiries with complete bidding document and permit prospective bidders to make use of document downloaded from the website.

If the department feels that the goods required quality, specifications may not be available in country and it is necessary to look for suitable competitive offers from abroad. The department may send copies of the tender notice to Indian embassies abroad and foreign embassies in India. The minimum time to be allowed for submission of bids should be three weeks from the date of publication of tender notice for obtaining bids from abroad the minimum period should be kept as four weeks or both domestic and foreign bidders.

10.5.6 Dispensary Purchase

In view of the special nature and requirement of medicines for the Institute Dispensary, Director may approve delegation of financial powers and special procedure as necessary from time to time.

10.5.7 Custom and Excise Duty Exemption

The Institute is exempted from payment of custom and excise duty vide Letter No. UT/V/RG-CDE (156)/2013 dated 12-11-2013. Institute is also exempted from payment of sales tax on scientific equipment and instruments if the seller is located in Jaipur only. In terms of these notifications, Registrar is the authorized signatory of the exemption certificates. Further, Institute is required to submit a consolidated report on the exemptions availed during the financial year. Therefore ARS shall issue the custom and excise duty exemption forms on submission of one copy of the Performa invoice to ARS.

10.6 DISCREPANCY IN SUPPLY

10.6.1 Where stores supplied are found not acceptable due to damage in transit, wrong supply and are consequently rejected, the department concerned or ARS shall immediately notify such rejection specifying the grounds on which such rejection has been made to the supplier directly depending upon who initiated the purchase and take necessary action for getting the items as the specification of the Supply Order.

10.6.2 In case of IMPORTS the following will apply:

10.6.2.1 Where stores are found partially defective and are considered to be capable of being rectified at the department or in the Workshops of the Institute, the particulars thereof shall be notified to the ARS at an early date specifying the exact nature of the defect and the estimated cost of repair/rectification. Extra

expenditure, if any, in this regard shall be borne by the supplier for which necessary intimation shall be given to the supplier by the ARS.

- 10.6.2.2** When stores are found defective and it is considered necessary to have them repaired at the site under arrangement made by the supplier, particulars of such defects shall also be notified to the ARS at an early date specifying the exact nature of defect.
- 10.6.2.3** Where stores are found defective and it is necessary to have the defects rectified by returning the articles to the supplier, the particulars thereof shall also be notified to the ARS immediately specifying the exact nature of the defect.
- 10.6.2.4** In all such cases indicated above, the ARS shall report the discrepancy to the supplier concerned and ask for immediate action. Copies of such reports shall also be endorsed to the Department concerned.
- 10.6.2.5** Where packages of containers have been found damaged, broken and where such damages and breakages are attributable to handling in transit a claim shall be lodged with the transport agency immediately by the ARS on the basis of a certificate on shortage/damages granted by the railway and intimation should be sent to the supplier concerned and the HOD.
- 10.6.2.6** Notwithstanding anything contained herein, where a consignment is covered by insurance in transit and where defects/damages or breakages are attributable to handling in transit, appropriate claims for compensation shall be lodged by the ARS with the under- writers concerned additionally.
- 10.6.2.7** In case of the stores being rejected outright, these should be returned by the Department to the Store Purchase Section duly packed, who shall return such rejected stores to the Supplier promptly.
- 10.6.2.8** Where stores and equipment, partially or fully paid are found defective or otherwise rejectable the firms should be asked by the ARS to replace or to rectify the stores under their own arrangement and at their own cost at site. All expenditure for repair or replacement of defective stores supplied shall be borne by the Supplier.

10.7 GENERAL REMARKS

- 10.7.1** A faculty member may draw only one advance at a time from the recurring and non-recurring grant of the Department/Centre/each Sponsored Project for purchases under any system of purchase. The total number of advances should normally be limited to 15% of faculty strength of the department. Once an adjustment account for an advance has been submitted to Audit/ Accounts, next advance could be drawn.

- 10.7.2** The role of the ARS is envisaged to be as follows:
- 10.7.2.1** Processing and clearance of International Purchases;
 - 10.7.2.2** Maintaining approved panel of suppliers, for purchases through quotations/ press tenders, in consultation with Departments/Centres/Pi;
 - 10.7.2.3** Complete processing including inviting quotations through post or press for purchases of items with estimated value beyond **Rs. 5,00,000/-** on the basis of specifications/ requirements of indenting Departments/Centres/PI;
 - 10.7.2.4** Processing of all items such stationary for administrative section only and liveries etc. and their subsequent issue. Registrar will be the Head of the Department for operating their budget heads;
 - 10.7.2.5** Maintenance of a Central Assets Register for items under MASR & MISR category' of items;
 - 10.7.2.6** Conducting stock verification;
 - 10.7.2.7** Issue custom duty, excise duty and sales tax exemption certificates.

10.8 MAINTENANCE OF RECORDS, DISPOSAL/WRITE-OFF OF STORES, TRANSFER OF STORES

This section describes the records pertaining to stores that must be maintained by ARS and Departments.

This section also describes the procedure for Stock Verification, the procedure for Write-off, Disposal, and Transfer of stores from one department to another. Upgradation as well as processing of documents.

10.8.1 MAINTENANCE OF RECORDS:

A record of all purchases including the purchases through project funds shall be maintained by the Institute Stores in the Major category shall be recorded in the MASR and the Minor category in the MISR of the Institute. For consumable stores, an issue record as per Indent shall be maintained at the department level, in three files one each for purchases through funds of Institute, R&D Projects and TEQIP projects. Proper care needs to be taken by HOD/PI to monitor the consumption of consumable stores. Two Stocks registers one each for MASR and MISR shall also be maintained at the department level. To raise the Indent the buyer shall fill in Indent Book with issue details (details in para 10.3) and send the same to ARS. The officials of the ARS issue Voucher. These entries shall facilitate the Central Asset Registers, Stock Register for each department and Inventory Register of each official. Each entry shall also allocate an Inventory Control Number (ICN) to each Asset. ICN shall be unique for each item. The MASR & MISR Stock Register of each department will be send to Central Stores at the end of each

financial year for verification, however additions and deletions to the stock during the quarter shall be sent quarterly.

In summary the following records need to be maintained by department and ARS:

Department

- i) Stock Register for consumables and assets;
- ii) Inventories of officials;
- iii) Summary Sheet for consumables one each for Institute, R&D and TEQIP funds;

ARS

- i) Asset Register one each for Institute, R&D Projects and free aid/ gifts (includes TEQIP also).

10.8.2 Processing of documents:

10.8.3 Stock Verification

SPO shall appoint stock verifiers to conduct periodic (bi-annually) stock verification of all items on the various stock registers of the departments.

10.8.4 Write-off and Disposal

10.8.4.1 The HOD shall constitute a Stores Survey and Disposal Committee of not less than three members, at least two of whom will be professors or equivalent. This Committee shall survey the Major Stock (MASR) and Minor Stock (MISR) stores and recommend write-off for items which are not usable and serviceable. The Committee shall record the reasons for recommending write-off. HOD shall forward the report to ARS for obtaining the approval of CFA and deletion from the MAJOR/ MINOR Stock Register. Central Disposal Committee shall be constituted by the Director consisting of two Professors. DR (A/cs) & AR (Stores) and shall be responsible for getting the best possible price for the written off items in a speedy manner.

10.8.4.2 Parts/Systems/Accessories of a written off machine/instrument/equipment can be removed if considered usable by the department. The parts so removed shall be clearly mentioned in the survey documents. These parts will be converted as assets of zero' value. The ARS officials will make the Indent and Issue Vouchers as is done in case of new stores. The item description of such stores will contain the name & ICN of the asset from which the items were removed.

10.8.4.3 The disposal of written-off stores items will be the responsibility of Stores Purchase Section with the assistance/coordination of the Departments/Centres. The Departments/Centres/Sections/Units will make list of all items to be disposed

off and send the same to AR (Stores). The Stores purchase Section will get in touch with the Vendors/ Kabaries and inform the concerned Departments/ Centres/ Sections/ Units about the date of auction/disposal. The Stores Purchase Section will act as a facilitator in the disposal of written off stores items through the Central Disposal Committee. On the finalized date, the small items will be transferred by the concerned Department/Centre/ Section/Unit at one place and the heavy items will remain in the respective Departments/ Centres. While the smaller items will be auctioned / disposed at one place, for heavy items, the AR (Stores) will take the vendor(s) to respective Departments/Centres. The process will be periodic. The disposal shall be arranged at least twice a year. The deletion from the Assets should not be made till the final disposal.

10.8.5 Upgradation of Assets

In case of upgradation or purchase of assets under buy back arrangement, the old asset which has been upgraded or exchanged will be treated as written-off i.e. its value will be written-off from the records. The upgraded new asset will be entered in records. In case of upgradation, the sum of cost of old asset and the differential cost paid, will be considered as cost of the upgraded asset, however in case of buy back the sum of the disposal value of the old asset and the differential cost paid will be considered as cost of the new asset.

10.8.6 Transfer of Stores

Transfer of stores within the institute from one department to another and from one official to another can be done. A transfer voucher will be filled by official of the department and sent to ARS for entering in Stock Register.

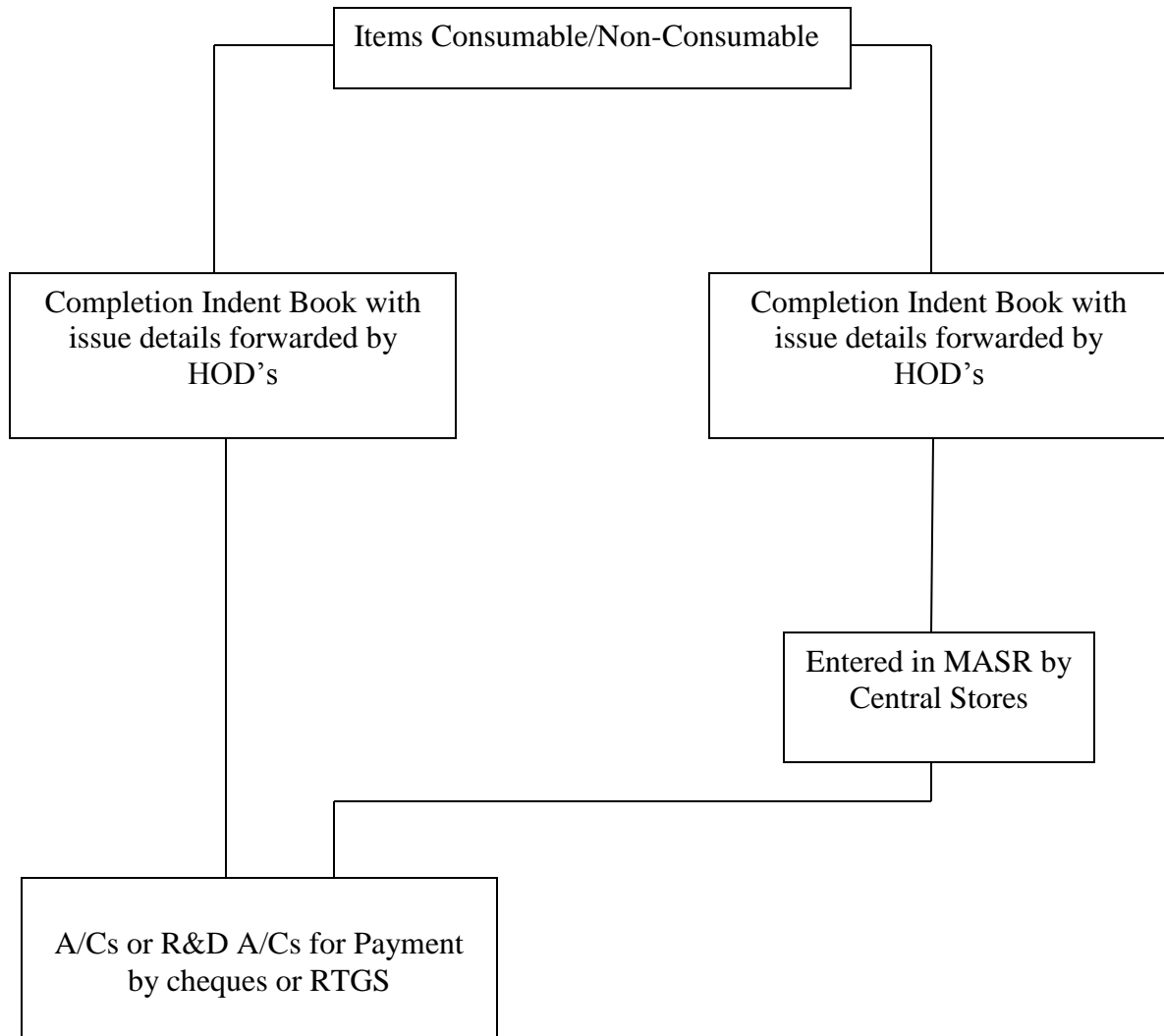
10.9 IMPLEMENTATION OF RULES

The Institute shall lay down guidelines specifying normal time for each of the processing function under these rules so that all actions are completed expeditiously.

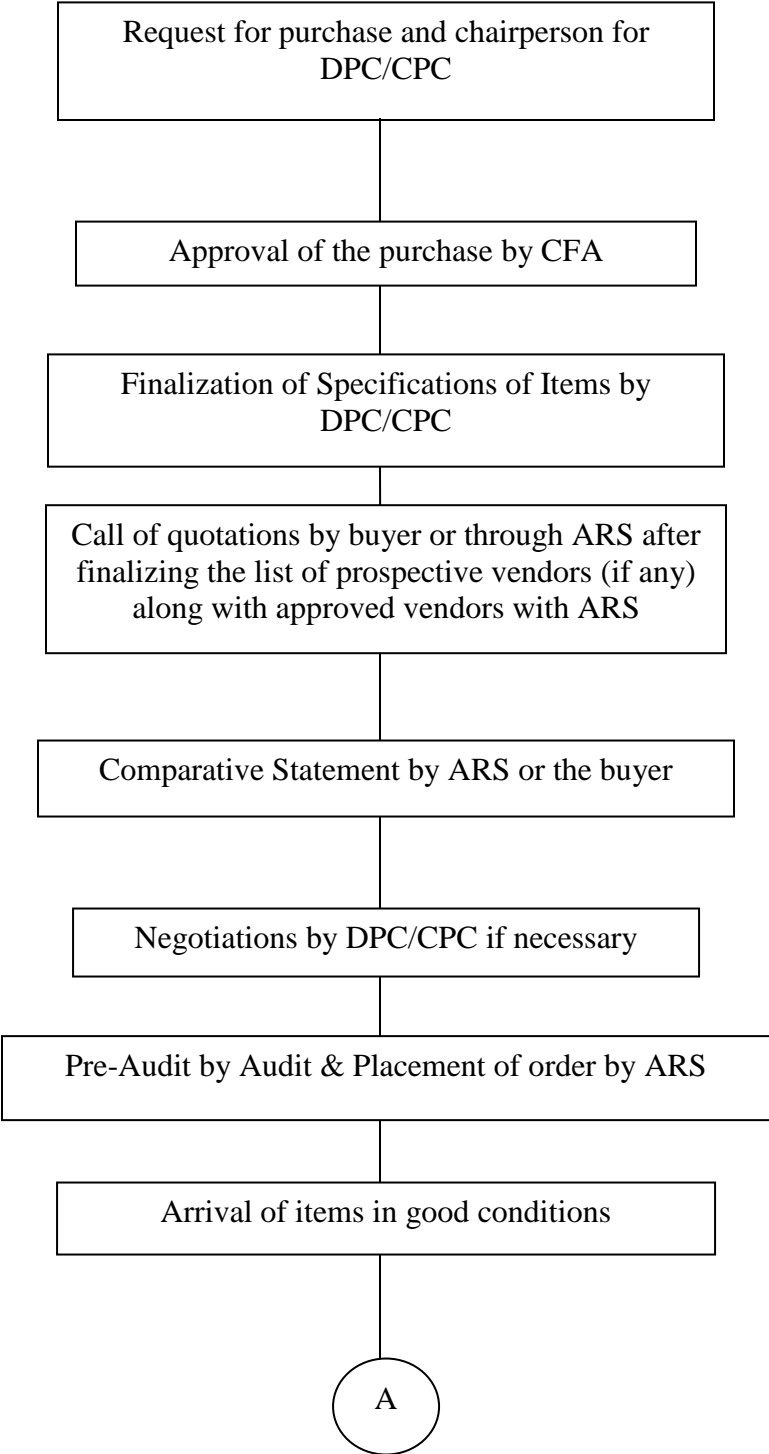
10.10 INTERPRETATION OF RULES:

Wherever difficulties arise in interpreting these rules or relaxations are required for smooth functioning of research and teaching work, the Director shall be the Competent Authority for approval on behalf of the Board of Governors.

**After the Completion of Purchase and
Arrival of Goods (A)**



Purchase through Quotations



MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY, JAIPUR**INDENT PERFORMA****PART A**

(To be filled by Indenter)

1	NAME OF INDENTER	
2	Designation	
3	Department	
4	Project / Lab (if any)	
5	Date of submission of Indent	
6	Name of Item	
7	Quantity	
8	Specifications (Attach a separate sheet, if required)	
9	Are these specifications specific to some brands ?	Yes/No
10	Specifications are proprietary / competitive in nature.	Yes/No
11	Approx. Cost in Rs. / USD	
12	Whether item had been Purchased Earlier in department? if yes, Details	Yes/No

13	Chargeable to MNIT / DST / TEQIP / other Agency	
14	Is there any Specific guidelines/procedure for purchase suggested by funding agency	
15	List of Vendors (If available)	
16	Urgency (if any) please record reasons	

Signature of Indenter

PART B

(To be filled by HOD)

<p>Observation of HOD (if any)</p>
<p>Recommended / not recommended / recommended as amended</p>

Signature of Head of Department

PART C (To be filled by AR-Stores)

Date of Receipt	
<ul style="list-style-type: none"> • Whether purchased earlier at Institute level if yes, Date of Purchase & Cost 	
<ul style="list-style-type: none"> • Any rate contract of MNIT / DS&D / PSU / State Govt. / other NITs / IITs 	
<ul style="list-style-type: none"> • Is indented item a general purpose use / use for multi department which needs to be consolidated at institute level ? 	
<ul style="list-style-type: none"> • Proposed process (√) tick any one 	
(a) Quotation <input style="width: 40px; height: 15px;" type="checkbox"/>	(b) Limited Tender <input style="width: 40px; height: 15px;" type="checkbox"/>
(c) Open Tender <input style="width: 40px; height: 15px;" type="checkbox"/>	(d) Any other mode <input style="width: 40px; height: 15px;" type="checkbox"/>

Agenda placed in IPC Meeting _____ dated _____

Assistant Registrar (Stores)