

CONTROLLER OF STORES

He /she will

- Convene Tender Committee Meeting for the purchases as per delegation of power.
- Add/delete the items from Stock Schedule based on the consumption pattern.
- Update the specifications of the items due to technological changes / market availability etc.
- Update the conditions of the tenders, purchase orders etc., in line with the Govt., directions, based on the experience etc.
- Register the suppliers as an approved supplier and cancel the Registration of suppliers of Stores Department.
- Sign the Contract Agreements.

He/she will Supervise his/her subordinates for

- purchase of all items indented by user functions like spares, consumables etc., other than plant and equipment.
- Registration of suppliers and evaluation.
- Maintenance of stores.
- Inventory control of stock items.
- Co-ordination with finance department for timely payment to the suppliers.

DEPUTY CONTROLLER OF STORES (PURCHASE SECTION)**He/she will**

- Approve the mode of purchase along with vendor list.
- Fix the quantity for General Stock items, if required.
- Add or delete the vendor from the vendor list, if required.
- Approve for furnishing new item code or changing the specification of item, wherever required except general stock items.
- Approve the draft commercial / technical clarification letters to the suppliers.
- Convene the Tender Committee Meeting for purchases within his / her delegation of powers, if required.
- Approve the amendment to enquiry / purchase orders etc., where there is no financial repercussions.
- Approve the delivery period extension to the purchase orders as per the delegation of powers.
- Approve the advice for raising cheque / D.D on Bank advice / Proforma Invoice / Advance payments for all cases.
- Approve for cancellation of orders, as per the delegation of powers.
- Approve the tender documents excluding Schedule-A.
- Sign the EMD/SD, refund advise.
- Approve for dropping the purchase on various reasons other than advertisement tenders.

- Certify the bills for payment of advertisement charges within the sanctioned value.
- Approve the draft Contract Agreement.
- Procure the materials through spot purchase as per procedure and within the delegation of powers.
- Provide all relevant information with recommendation while submitting files to his/her superiors, so as to take appropriate decisions.
- Generally assist the COS in the day to day work relating to purchase of materials as directed by COS from time to time.
- Supervise his/her subordinates for taking prompt action against indents / planning notes and maintaining of registers.
- Supervise his/her subordinates for due performance of work in connection with the purchase of stores from the time the requisition for stores or planning notes are received until the time, the stores are correctly supplied by the suppliers and files are closed.

DEPUTY CONTROLLER OF STORES (DEPOT)**He/she will**

- Function as a convener of the Auction for the disposal of surplus and unserviceable materials of the various departments of the Trust.
- Function as a convener of the Survey Committee to fix the reserve price for surplus and unserviceable materials to be disposed off.
- Generally assist the COS in the day to day work relating to purchase of materials as directed by COS from time to time.
- maintain the imprest account and will be custodian of imprest cash amount sanctioned to him/her from time to time.

He /she will Supervise his/her subordinates for

- Prompt inspection and correct receipting of stores.
- Proper maintenance of stores and spare parts held in stock and for furnishing of stock statistics of all general stock items including printing & stationery items every fortnight.
- Prompt supply of stores to the various indentors of the Trust.
- Safe custody of stores in stock.
- Continuous verification of stores book balances with the computer ledger balance to ensure that errors if any in the computer print out are got rectified by liaising with Accounts Department.

- Efficient receipt and account of return stores.
- Furnishing disposal of surplus and unserviceable stores including condemned plant and machinery as necessary avoiding building up of backlog.
- Prompt preparation of claims for shortages, damages, non-delivery, refund of customs duty etc., on the Trust's Traffic Manager/customs authorities/insurance company / other carriers in respect of all consignments cleared by Stores Department.
- Sufficient follow up of claims preferred until they are settled in respect of cases where the stores were ordered by the Stores Department and for the prompt transfer of other cases of claims to the concerned department.
- Prompt payment of clearance contractor's bills in respect of ordered placed by stores department.
- Prompt furnishing of particulars of inland dispatches to the insurance companies and verification of insurance bills for all consignments ordered by the Trust and cleared by Stores Department.
- Prompt verification of Insurance bills for overseas consignment in respect of orders placed by purchase sections and prompt furnishing of customs duty elements to the relevant purchase sections for declaration of customs duty elements.

ASST. CONTROLLER OF STORES CLASS-I & II (Purchase Sections)**He/she will**

- Suggest the quantity in planning note for General Stock items, if required.
- Suggest mode of purchase along with the vendor list.
- Sign the forwarding notes to the Indenting Officer.
- Approve the enquiry.
- Verify and approve the comparative statement.
- Sign all fair commercial / technical clarification letters, after obtaining draft approval from Deputy Controller of Stores / Controller of Stores, as the case may be.
- Sign all purchase orders.
- Approve the routine reminder letters to the suppliers.
- Approve the adjustment notes against the advance payment made to the suppliers.
- Sign all fair amendment letters to the suppliers.
- Approve for sending letters through RPAD / Courier / Fax.
- Sign forwarding note along with the RR / LWB documents to Clearance Section.
- Periodically check the relevant registers of purchase sections.
- Ensure for correctness of facts and figures to the superiors while submitting the files.

- Provide relevant information while submitting the files to their superiors, such as physical stock particulars, previous purchase details, stock consumption pattern etc., and Stock and pending order, alternative item as per the system, as required in the Manual.
- Approve for closing of files as per procedure.
- Receive all cheques from Accounts Department against Proforma Invoice and hand over to the concerned suppliers after due verification of acknowledgement for supply.
- Monitor or follow up for the supply of materials or replacement supply against rejection periodically.
- Generally assist the DCOS and COS in the day to day work relating to purchase matters as directed by COS from time to time.

He/she will Supervise his/her subordinates for

- Taking prompt action against indents / planning notes.
- Timely submission of documents / vouchers to Accounts Department.
- - Prompt payment of balance amount due to the suppliers for the stores supplied involving part advance payments or adjustments of 100% advance payment made to the suppliers for the stores supplied (or) prompt payment against Proforma Invoice and adjustment of such payment on receipt and acceptance of supply in respect of orders placed by the purchase sections.
- Due performance of work in connection with the purchase of stores from the time the requisition for stores or planning notes are received until the time, the stores are correctly supplied by the suppliers and files are closed.
- Prompt preparation of claims for shortages, damages, non-delivery, refund of customs duty, in respect of all consignments against their orders.

- Timely submission of files and replying queries to Audits.
- Monitoring all legal pending cases periodically.

ASST. CONTROLLER OF STORES (LIAISON)**He/she will**

- Attend the day to day work relating to opening of enquiries.
- Sort out the practical difficulties in the procurement of materials as directed by the Controller of Stores from time to time.
- Assist the officer concerned posted for opening the advertisement tenders as directed by Controller of Stores from time to time.
- Issue Harbour entry passes to the suppliers for the delivery of materials and other related works.
- Supervise his/her subordinates for timely submission of relevant files, documents etc., to the concerned.
- Liaison with suppliers and other Govt. Organizations on matters relating to Stores Department, as directed by the Controller of Stores from time to time.

ASST. CONTROLLER OF STORES (IMPREST)

- He/she will be the custodian of the imprest cash amount sanctioned to him/her from time to time and he/she will be personally responsible for the safe custody and correct accounting.

He/she will

- Attend the day to day work relating to Imprest purchase of stores entrusted to his/her charge.
- Ensure for efficient purchase through Imprest and prompt supply of items to the concerned indenter or the stocking depot as the case may be.
- Supervise his/her subordinates for the timely submission of vouchers and documents to the Accounts Department and recoupment of Imprest cash.

ASST. CONTROLLER OF STORES (Establishment & General)

- He/she will be the custodian of imprest cash amount sanctioned to him / her from time to time and will be personally responsible for the safe custody and correct accounting.

He/she will

- Generally assist the Controller of Stores in day to day work and deal with Staff establishment matters as directed by Controller of Stores from time to time.
- Review Inventory, Non-moving items, obsolete items etc., periodically with indentors.

He/she will supervise his/her subordinates for

- Due performance of the work in establishment, general, materials management and miscellaneous sections.
- Timely submission of relevant vouchers and documents to the Accounts Department.
- Due performance of work in connection with the dispose of stores, condemned plant and machinery by advertised tender or by sale until delivery order is issued. He/she will watch for completion of delivery and close the files only on receipt of the relevant sale issue notes.
- Due performance of work in connection with the disposal of stores by Auction from the time, Survey Committee Reports are received until the disposed stores are cleared except for actual delivery of disposed stores.
- Due performance of work in connection with appointing of Auctioneers.

ASST. CONTROLLER OF STORES /
DEPUTY CONTROLLER OF STORES (VENDOR)

He/she will

- Deal with all papers regarding the registration of firms on the approved list of suppliers and performance record of various firms on the list.
- Verify the documents furnished by the firm along with application as required in the Manual.
- Approve the letters calling for performance reports from other organizations.
- Sign the vendor's registration certificate.
- Prepare vendors list by grouping similar nature of items with the approval of Controller of Stores.
- Sign Security Deposit refund advise.
- Sign all routine letters to suppliers.
- Supervise his/her subordinates for the maintenance of the Register containing the list of "**Banned Firms**" and communicate to all concerned.
- Generally assist Controller of Stores in vendor matters as directed by Controller of Stores from time to time.
- He/she will be one of the Committee members for inspection of any firm, if required.

ASST. CONTROLLER OF STORES (RECEIPTS)**ASST. CONTROLLER OF STORES (FUEL)****ASST. CONTROLLER OF STORES (DEPOT- I)****He/she will**

- Inspect the supplies in the Receipt Depots and offer his/her remarks on the reverse of firm's delivery challan.
- Sign the Inspection Note.
- Sign the Receipt Statement.
- Generally assist the Dy. Controller of Stores (Depot) and Controller of Stores in the day to day work relating to inspection, acceptance and receipting of stores entrusted to his/her charge as directed by the Controller of Stores from time to time.

He/she will supervise his/her subordinates for

- Timely submission of relevant vouchers and documents to Accounts Department.
- Safe custody of stores supplied until delivery to the concerned indentors / Depot or to the suppliers (in the case of rejected stores) as the case may be.
- Proper follow up and disposal of rejected materials.

ASST. CONTROLLER OF STORES (CLEARANCE)**He/she will**

- Generally assist the Dy. Controller of Stores (Depot) and the Controller of Stores in the day to day work relating to the Clearance of stores ordered by the Stores Department and other Departments and arriving by sea/air/road/rail/post and collection of stores ordered by the Stores Department from the suppliers godown / stockyards as entrusted to his/her charge as directed by the Controller of Stores from time to time.
- Approve the supplier's bill for the supply of oxygen and acetelene gas.
- Approve the Insurance premium bill for the transit insurance.
- Approve the Clearance Contractor's Bills towards the clearing charges as per the contract.
- Certify the imprest vouchers towards hamali charges etc.
- He/she will be the custodian of imprest cash amount sanctioned to him/her from time to time and will be personally responsible for the safe custody and current accounting.

He/she will Supervise his/her subordinates for

- Safe custody of stores consignments collected/cleared until they are delivered to the concerned Depot / Indentors.
- Timely submission of relevant documents and vouchers to the Accounts Department.

- Prompt preparation of claims for shortages, damages, non-delivery, refund of Customs Duty etc., on the Trust's Traffic Manager / Customs authorities / Insurance company / other carriers in respect of consignments cleared by the Stores Department.
- Efficient following up of claims preferred until they are settled in respect of cases where the stores were ordered by the Stores Department and for the prompt transfer of other cases of claims to the concerned Department.
- Prompt payment of clearance Contractor's bills in respect of orders placed by Stores Department.
- Prompt furnishing of particulars of inland dispatches to the Insurance company and verification of Insurance bills for all consignments ordered by the Trust and cleared by Stores Department.
- Prompt verification of insurance bills for overseas consignments in respect of ordered placed by Stores Department and prompt furnishing of customs duty elements to the relevant purchase sections for declaration of customs duty elements.
- Due performance of work in connection with the clearance / collection from the time the relevant documents therefore are received until the time the consignment / stores are cleared, collected and delivered to the concerned depot / indenter.

ASST. CONTROLLER OF STORES (DISPOSAL)**He/she will**

- Generally assist the Dy. Controller of Stores (Depot) and the Controller of Stores in the day to day work relating to disposal of stores.
- Sign the Outside Gate Pass for the delivery of lots Auctioned.
- Sign the Materials Transfer Order Forms, wherever materials issued to Indentors.
- Sign the Receipt Statements for Class-I items that are regularized with the approval of Controller of Stores.

He / she will supervise his/her subordinates for

- Efficient receipting and accounting of return stores.
- Arranging disposal of surplus and unserviceable stores under the instruction of Controller of Stores.
- Safe custody of stores received for disposal.
- Timely submission of relevant vouchers and documents to the Accounts Department.

ASST. CONTROLLER OF STORES (DEPOTS/WARDS)**He/she will**

- Generally assist the Dy. Controller of Stores (Depot) and Controller of Stores in the day to day work relating to maintenance of items held in stock, issue and proper accounting of stores entrusted to his / her charge by the Controller of Stores from time to time.

He/she will supervise his/her subordinates for

- Efficient and proper maintenance of items held in stock and furnishing of stock position of general stock items including printing and stationery every fortnight.
- Prompt supply of stores to the various indentors of the Trust.
- Safe custody of stores in stock.
- Continuous verification of the stores book balances with the computer ledger balances to ensure that the errors if any in the computer print outs are got rectified by liaising with the Accounts Department.