

DIRECTOR'S SECRETARIAT

**PURCHASE PROCEDURE AND ACCOUNTING OF STORES,
ANNUAL STOCK VERIFICATION OF PROPERTY
AND CONDITIONING /CONDEMNATION BOARD**

1. All HsOD /section in charges and board members are advised to follow the procedure laid down in the following SOPs

2. **SOP for purchase and accounting of stores**

Procedure laid down in the SOP to be followed. All concerned are advised to comply with the following points:-

- (a). Each and every eqpt /item should be taken on ledger charge of central store before making payment.
- (b) Records of all eqpt/ items should be maintained in Dept / section concerned.
- (c). All the eqpt should be marked properly on receipt by the concerned dept / sections
- (d) No bill will be put up for payment without ledger entry.

3 **Annual Stock verification**

- (a) Annual stock verification should be completed as per SOP.

4. **Conditioning /condemnation board**

- (a) Conditioning /condemnation board to be completed as per SOP

Case No : AIT/0401/P/Str
Institute : AIT, Dighi Pune-15

Date : 08 Sep 2016

Distributions :-

Director }
Principal } For information please.

Sd/ x x x x
(K E Vijayan)
Colonel (Retd)
Joint Director
For Director

Registrar

HOD Mech , HOD E & TC , HOD Comp , HOD IT, HOD ASGE

Wksp Supdt ,OIC Library,TPO Project office

Rector Hostel , Warden - OBH , NBH-I , NBH- II GH

MT section , Maint section , Tele Exchange