

## BASE PAPER FOR FEEDING OF MASTER DATA IN RESPECT OF STORES & PURCHASE

In response to communication dated 13.09.2012 of COSP, CSIR HQ, New Delhi the following officials met on 17.09.2012 and 18.09.2012 at CSIR Vigyan Kendra, New Delhi to prepare a base paper for guidance to enter initial data relating to materials and stores master..

### CSIR

Shri R. Krishna Rao, COSP,  
Shri S. Gnanaprakasm, COSP  
Shri M. Dulip Kumar, COSP  
Shri U. S. Das, COSP  
Shri T. K. Thomas, COSP  
Shri Yatinder Chauhan, SPO  
Shri B. L. Meena, SO(S&P)

CSIR-IICT, Hyderabad  
CSIR-NGRI, Hyderabad  
CSIR-CLRI, Chennai  
CSIR-IICB, Kolkatta  
CSIR HQ, New Delhi  
CSIR-CCMB, Hyderabad  
CSIR-HQ, New Delhi

### TCS

Mr. Bhanu Garg

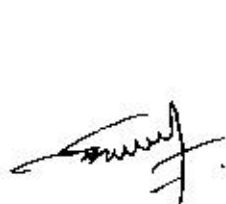
Dr. G. Radhakrishnan, Project Leader interacted with the officials through Video-Conferencing from CSIR-CECRI, Karaikudi, on 18.09.2012

The officials observed the following issues:

### MATERIALS MASTER

- It was noted that in the absence of clear guidelines, the labs have formulated their own methodology for creating the Categories and Sub-Categories which has resulted in redundancies in both these heads in the Materials Management module.
- There is a mismatch between item name and its specifications on account of variations in the specs of the same items.
- Difficulties in data entry in the vendor module due to non-availability of state, district details for foreign countries and duplication of country names. Further the country names are not arranged alphabetically leading to difficulties.

The officials further observed that feeding the data in the aforesaid manner may only lead to lot of confusion at the time of creation of Purchase indents by the user scientists but also at the time of retrieval of data and lead to piling of incomplete data and eventually may not serve any purpose.



A. h. angulcu  
18/9/12



M. Dulip Kumar  
18/9/12



## RECOMMENDATIONS

After detailed discussions, the officials recommended the following guidelines for approval and implementation:

### CATEGORY

The committee observed that the Budget Head drop down box consists of many budget heads linked to various vendor which cannot be linked to any Category. The committee learnt that these budget heads are populated from the Finance Module and are required by Finance Module for linking the GL & SL codes. However, the committee decided that only few of the budget heads (as listed in Annexure-I) are relevant for the Materials Management Module and only these Budget Heads should be used, for mapping with Categories.

Further it was observed that many categories were duplicated like Apparatus & Equipment where there are up to eight different variations. The matter was discussed with Mr. Bhanu Garg of TCS who informed that at this stage it is not possible either to delete duplicate / similar type categories or even to consolidate them under single Category.

In spite of these limitations, in order to go ahead with data entry work into various masters and to ensure uniformity, consistency, the committee recommends freezing of certain categories (Annexure II) and created few more additional categories which are essential and also suggested list of sub categories.

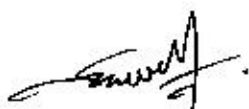
The labs may be advised to follow the list of category of items recommended in Annexure II. Request for adding new category, if required by lab may be forwarded to CoSP CSIR HQ.

Sub Categories may be created on the lines suggested in the Annexure – II. Therefore other duplicate / similar category names may not be used any further.

### SUB – CATEGORY

Sub-Category gives the sub-division of Category. Few examples of sub-categories are appended in Annexure – II for some Categories. Such similar sub-categories may be created by the labs based on their specific needs. For example, under 'Apparatus & Equipment' following Sub-Categories can be entered.

- Analytical equipment
- Tissue culture equipment
- Microbiology equipment
- Proteomics equipment
- Seismological equipment
- Water purification equipment
- And so on



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18/8/12



M. D. Gupta  
18/8/12

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Similarly the following sub-categories are suggested, by Brand names

- For Chemicals - SD Fine
- For Glassware - BOROSIL
- For Medicines - Pfizer

This will ensure uniformity, proper sub-categorization and easy identification.

#### UNIT OF MEASUREMENT ( UOM )

There shall not be much problem for entering the Unit of Measurement (UOM) as majority of UOM which are most frequently and commonly used are already captured in the system.

Only the users should make the judicious choice as per the requirement commensurate with the nature of item.

#### SPECIFICATION

The specification parameters are linked to Sub-Category of an item and not to the Item details { of an Item.} Since TCS informed that no changes cannot be done at this stage, it is suggested that Sub Categories and Item details can be populated as detailed below.

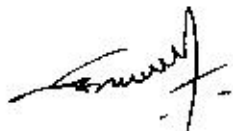
The specification contains specification name and specification parameters. The specification name should be the name of the item in case of non-consumables and for consumables it should be the catalogue number wherever applicable.

The Committee desired to inform all users that feeding of data against the following fields will only enable a single item entry;

1. Category,
2. Sub-category
3. UOM
4. Specification details
5. Item details

#### STORES MASTER

- While adding the existing assets, it is found that there are difficulties in data entry relating to Asset ID, Asset Sl.No, Purchase date, purchase value, current value, last depreciation date, project details and so on leading to errors in data entry.



S. L. Angad  
18/9/12



Shree

M. Anjathma  
18/9/12

R. D. D.

## RECOMMENDATIONS

After detailed discussions, the officials recommended the following guidelines for approval and implementation:

Where the Asset IDs are available the same may be entered. In the absence of Asset IDs, the following pattern of entering Assets IDs may be adopted.

- Name of Lab/User ID of employee concerned/PIR Sl.No. from the Ledger Concerned.

Where the Asset Serial Numbers ( not the Manufacturer's Sl. No.) have already been created in the Labs, the same may be entered. In the absence of such Asset Serial Number or Asset ID are not available,

- Then the SIV Serial Number may be entered.

Where the book value is available, the same may be entered as the purchase value. In the absence of book value, the same may be entered as "1" (one) as notional value.

Where the purchase date is available, the same may be entered. In the absence of purchase date, the same may be entered as 01.04.2007.

The SIV date may be taken as the last depreciation date. In case, the SIV date is not available, then it may be entered as 01.04.2007.

Against the Issue Slip number, the SIV number may be entered. In the absence of SIV number, the field may be filled as NA1, NA2, NA3 and so on.

Where the Project Numbers are available, the same may be chosen. In the absence of same, the following pattern may be adopted for entry against the Project IDs.

- STS/Lab Name (abbreviated)

(U.S.DAS )

(YATINDER CHAUHAN)

(B.L.MEENA)

(T.K.THOMAS)

(M.DULIP KUMAR)

(S.GNANAPRAKASAM)

(R.K.RAO)

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List of Category and sub category

Notes:-

**CAPITAL BOLD**

CAPITAL only

Smalls

**CATEGORY****SUB-CATEGORY**

Example items

Category	Sub Category
<b>APPARATUS AND EQUIPMENT</b>	<b>ANIMAL HOUSE EQUIPMENTS</b>
	<b>AIR CONDITIONING EQUIPMENTS</b>
	<b>CHEMICAL TESTING EQUIPMENTS</b>
	<b>GAS GENERATORS</b>
	<b>PHYSICAL TETSING EQUIPMENTS</b>
	Compression Testing Machine
	Balances
	<b>DRILLING MACHINES</b>
	<b>GAS CHROMOTOGRAPHS</b>
	<b>GREEN HOUSE</b>
	<b>PRINTING MACHINERY</b>
	<b>SURVEILLANCE &amp; SAFETY EQUIPMENTS</b>
	CCD camera
	Biometric attendance systems
	<b>WATER TREATMENT PLANTS</b>
	<b>EFFLUENT TREATMENT PLANTS</b>
	<b>LIQUID HELIUM PLANT</b>
	<b>LIQUID NITROGEN PLANT</b>
	<b>MEDICAL EQUIPMENTS</b>
	<b>DEEP FREEZER</b>
<b>AIR CONDITIONING AND REFRIGERATION</b>	<b>WINDOW AC</b>
	<b>SPLIT AC</b>
	<b>TOWER ACS</b>
	<b>WALK IN COOLER</b>
	<b>AC PLANTS, PACKAGE UNITS</b>
	<b>COLD ROOM</b>
	<b>REFRIGERATOR.</b>
	<b>CAMERA</b>
<b>AUDIO VISUAL EQUIPMENT</b>	Video wall
	<b>LCD PROJECTOR</b>
	<b>OHP PROJECTOR</b>
	<b>MULTI MEDIA PROJECTOR</b>
	<b>MOVIE PROJECTOR</b>
	<b>VIDEO PROJECTION SYSTEM</b>
	<b>VISUALISER</b>
	<b>TELEVISION</b>
	<b>VCR</b>
	<b>PA SYSTEM</b>
	<b>DVD PLAYER</b>
	<b>AMPLIFIER</b>
	<b>SPEAKER SYSTEM</b>
	<b>PHOTOGRAPHIC EQUIPMENTS</b>
<b>OFFICE EQUIPMENTS</b>	<b>CALCULATORS</b>
	<b>BICYCLES</b>
	<b>DUPLICATOR</b>
	<b>DISPLAY BOARD</b>
	<b>FAX MACHINES</b>
	<b>PHOTOCOPIER</b>

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<b>INFORMATION TECHNOLOGY-HARDWARE</b>	ELECTRONIC TYPE WRITER
	MANUAL TYPE WRITER -HINDI
	MANUAL TYPE WRITER - ENGLISH
	EPABX
	KTS
	TELEPHONE HAND SETS
	MOBILE PHONES
	WALKIE TALKIE
	BINDING MACHINES
	SERVERS
	DESKTOP
	LAPTOPS
	PRINTER
	ALL IN ONE MFP
<b>AUTOMOBILES</b>	LAN SWITCH
	STORAGE AREA NETWORKS
	LAN ITEMS
	ROUTER
	CARS
	BUSES
<b>FURNITURE</b>	EXCAVATOR
	JEEPS
	TWO WHEELER TRUCKS
<b>ELECTRICAL EQUIPMENTS &amp; INSTALLATION</b>	MINI BUSES
	Modular Furnitures
	Modular Workstations
	FUME HOODS
	GENERATORS
	PUMPS
	MOTORS
	UPS
	STABILIZER
	TRANSFORMERS
<b>OTHER R&amp;D CONSUMABLES</b>	LIFTS
	Batteries
	Columns
	DRILL BITS-NGRI
	NMR CONSUMABLES
	PHOTOGRAPHIC CONSUMABLES
<b>ELECTRICAL ITEMS</b>	Films
	Cables
	Wires
	CHOKES
	STARTERS
	PHOTOGRAPHIC CONSUMABLES
<b>OTHER NON R&amp;D CONSUMABLES</b>	PATHOLOGICAL CONSUMABLES
	HP CARTRIDGES
<b>COMPUTER CONSUMABLES</b>	CANON CARTRIDGES
	SAMSUNG CARTRIDGES
<b>CHEMICALS</b>	LAB-SOLVENTS - <b>500 FINE</b>
	BOROSIL
	VENSIL
<b>GLASSWARES</b>	



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<b>PALTSICWARE</b>	
<b>LABWARE</b>	TISSUE PAPER
	GLOVES
	FORCEPS
	TONGS
	SLIDES
	COTTON ROLLS
	PARAFIN FILMS
	ALUMINIUM FOIL
	CRUCIBLES
<b>FILTRATION PRODUCTS</b>	
<b>Cleaning Materials</b>	DUSTERS
	DETERGENTS
	SOAPS
	FLOOR CLEANERS
	SANITARY USE ITEMS
<b>R&amp;D Services</b>	ANALYTICAL SERVICES
<b>WORK SHOP MACHINERY</b>	CNC Machines
	LATHE MACHINE
	GRINDING MACHINE
<b>PRINTING ITEMS</b>	
<b>DRAWING MATERIALS</b>	DRAWING BOARDS
	DRAWING INSTRUMENTS
<b>MODELS AND EXHIBITS</b>	
<b>GAS CYLINDERS</b>	
<b>GASES</b>	INDUSTRIAL GASES
	HIGH PURITY GASES
	MEDICAL GASES
	REFRIGERATION GASES
	GAS MIXTURES
	SPECIALITY GASES
	SYNTHETIC AIR
	LIQUIFIED GASES
	Liquid Nitrogen
	Liquid Helium
<b>GIFTS-NON CONSUMABLES</b>	
<b>(Incoming)</b>	
<b>GIFTS MADE</b>	
<b>TOOLS</b>	HIGH SPEED TOOLS
	TUNGSTON TOOLS
	DIAMOND TIP TOOLS
	MEASURING TOOLS
	CUTTING TOOLS
	MAACHINERY TOOLS
<b>FIRE AND SAFETY ITEMS</b>	GLOVES
	NOSE MASK
	FIRE - EXTINGUISHERS
	PROTECTIVE CLOTHING
<b>LEATHER ITEMS</b>	SKINS
	HIDES
	FINISHED LEATHER
	LEATHER ACCESSORIES
<b>LEATHER MACHINERY</b>	
<b>ELECTRONIC COMPONENTS</b>	TRANSISTERS
	ICS
	DIODES
	RESISTERS

<b>HARDWARE / ENGINEERING ITEMS</b>	CAPACITORS
	PCBS
	BOLTS
	NUTS
	SCREWS
	RIVETS
	LOCKS
	PLUMBING ITEMS
	CARPENTARY ITEMS
	HACKSAW BLADES
	WIRE MESH
	SLEEVES
	ABRASIVE MATERIALS
	BRUSHES
	ELECTRODES
	RESINS
<b>WORKSHOP CONSUMABLES</b>	
<b>MATERIAL HANDLING EQUIPMENT</b>	FORK LIFT
	PALLET TRUCK
	STRAPPING MACHINE
	PLATFORM TRUCK
	JIBS
	CRANES
<b>UTILITY SOFTWARES</b>	MS-WINDOWS
	MS-OFFICE
	LINUX
<b>METALS</b>	FERROUS
	NON FERROUS
	ALLOYS
<b>MEDICINES</b>	
<b>PAINTS, OILS LUBRICANTS</b>	PAINTS
	OILS
	LUBRICANTS
	SPIRIT
	PETROL
	HIGH SPEED DIESEL
	LDO
	LOW SULPHUR HIGH FLASH
<b>NOBLE METALS</b>	
<b>PILOT PLANTS</b>	
<b>CONSTRUCTION ITEMS</b>	BLUE METAL
	CEMENT
	SAND
	STONE CHIPS
	TILES
	TOR STEEL
	BRICK
	BITUMEN
	DISTEMPER
	PAINT
	VARNISH
	PLUMBING ITEMS
	SANITARY ITEMS
	LIVE ANIMALS
	ANIMAL FEED
<b>ANIMAL HOUSE ITEMS</b>	MISC



<b>AUTOMOBILE ITEMS</b>	<b>TYRES NAD TUBES</b>
	<b>BATTERIES</b>
	<b>VEHICLE SPARE PARTS</b>
	<b>ACCESSORIES</b>
	<b>MISC</b>
<b>HORTICULTURE ITEMS</b>	<b>HOSES</b>
	<b>SEEDS</b>
	<b>MANURE</b>
	<b>FERTILIZERS</b>
	<b>LAWN MOVERS</b>
	<b>PLANTS</b>
	<b>PESTICIDES</b>
	<b>INSECTICIDES</b>
<b>STATIONERY</b>	<b>PAPER</b>
	<b>OFFICE STATIONERY</b>
	<b>LIVERIES</b>
	<b>PRINTED MATERIAL</b>
	<b>PAPER PRODUCTS</b>
<b>FABRICTAED ITEMS</b>	
<b>CANTEEN AND KITCHEN ITEMS</b>	
<b>GUEST HOUSE ITEMS</b>	
<b>MAINTENANCE</b>	<b>EQUIPMENT &amp; APPARATUS</b>
	<b>OFFICE EQUIPMENT</b>
	<b>INFRASTRUCTURE EQUIPMENTS (GENERATORS etc).</b>

Budget list needed for MM Module

Annexure-I

advertisement and publicity  
animal house  
apparatus & equipments  
assets acquired from GAP/Sponsored/Consultancy  
Assets acquired from LRF  
Assets acquired from Loan  
Assets created by fabrication  
Assets in hand  
assets received as free gifts  
assets transferred in  
assets transferred out  
assest written off  
bank charges  
building ( works & servcies) Lab Building  
building ( works & servcies) Staff Quarters  
chemicals - inventory  
chemicals *Chemicals*  
computer consumables  
computer equipment/major computer software  
computer hire charges  
computer maintenance charges  
computer purchase advance  
deposits with Govt/ customs  
deposits with bank for Term Deposit  
electrical installlations & equipment - Lab  
electrical installlations & equipment - Staff quarters  
freight forwarding & cartage expenses  
furniture & furnishings  
furniture repair & furnishings  
Glassware - inventory  
Glass ware  
Guest House expenses  
Honorarium  
Information Dissemination, web hoisting etc  
Internet access & leased line expenses  
International sceintific & collaboration arrangements  
Lab maintenance - Building repair & maintenance  
Lab maintenance - Fuel for DG Set  
Lab maintenance - maintenance of DG Set, lifts etc  
Lab maintenance - sanitary, security, and horticulture charges  
Lab maintenance - stores for maintenance  
Lab Products - Inventory  
Lab Reserve Fund  
Lab Impreset  
Job work executed on contract

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Legal Expenses  
 Local Purchase Advance  
 Liveries and blankets  
 Loss on sale of assets  
 Maintenance of equipments other than computers  
 Maintenance of office equipment  
 Major facilities  
 Margin money for opening of LCs  
 Misc. and Unforeseen  
 Models and exhibits  
 Office equipment  
 Other consumable items  
 Other item inventory  
 Photographic / audio visual expenses  
 Printing and binding  
 procurement/development of computer software/database  
 profit on sale of assets  
 purchase office equipments - petty items  
 registration fee & training  
 sale of fixed asstes  
 sale proceeds lab products  
 sale proceeds otehrs  
 sales/ vat  
 secured loan  
 spares & accessories inventory  
 spares & accessories  
 staff quarters maintenance  
 stationery inventory  
 stationery  
 sundry creditors  
 sundry debtors  
 survey & fielf studies  
 unsecured loans  
 Tools & plants/ instruments/other non-consumable stores  
 vehicles & transport  
 web hoisting/ maintenance  
 workshop machnary  
 world bank lloan

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