

EXPECTATIONS FROM CPS

**KPS GANAPATHY
S&P
PRESENTATION**

AGENDA

**Transfer of
Assets**

**Return of
Assets**

**Physical
Verification**

**Noble
Metals**

**Employee
Exit**

**PO
Search
by Item
Name**

AMC

**History
of Assets**

**Losses
and
Write off**

**Total
Alignment
Stores and
Financial
Accounting**

**Purchase
and Stores
Reports**

Transfer of Assets



Transfer of Assets from ECF to CSIR



Transfer of Assets to Beneficiary



Transfer of Assets by Book Transfer (Transfer - In/Out)



Transfer of Consumables by CSIR



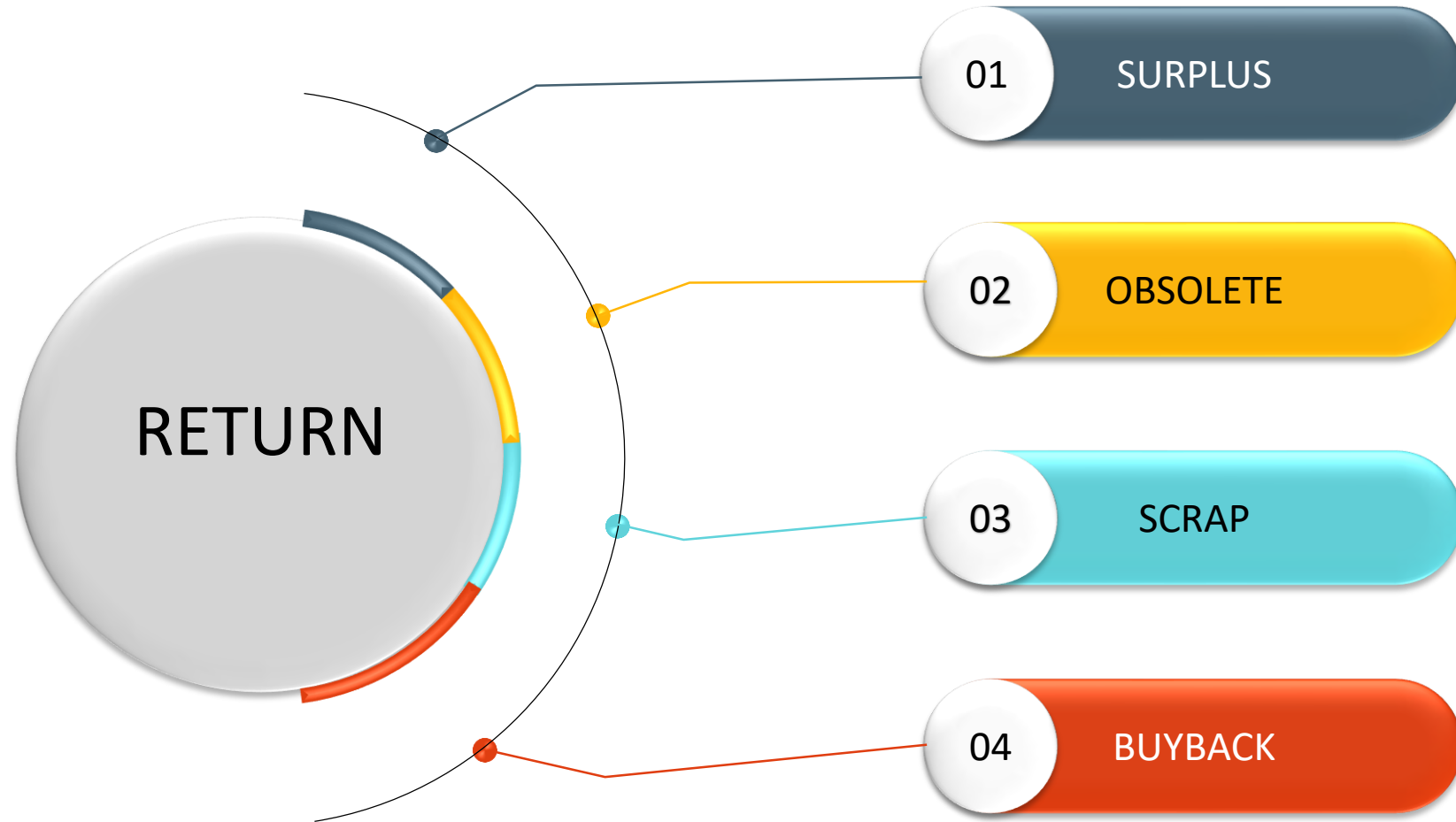
Transfer of Assets – Donation/ Gift



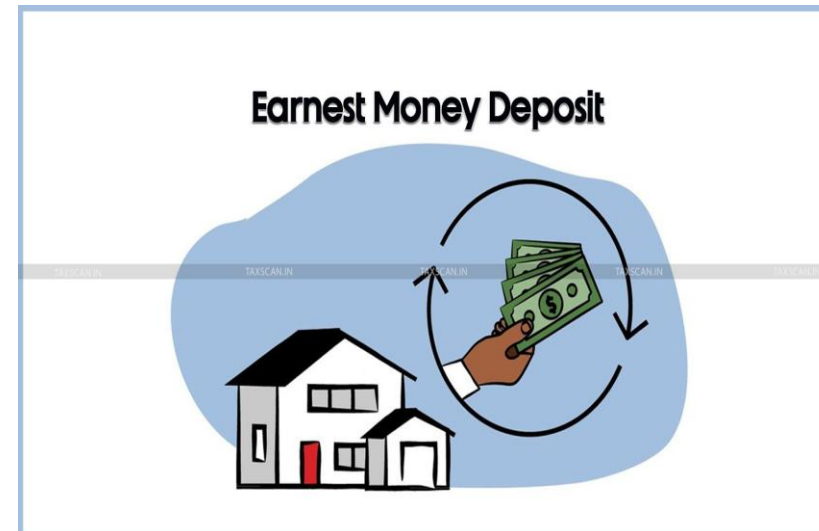
Transfer within division/ outside division



RETURN OF ASSETS



- SDC
- Return Voucher
 - IO → PL/ HOD → SO (S) → SDA
- List Preparation and Segregation – Surplus/ Obsolete/ Scrap
- SDC – Categorization of Lots
- Reserve Price fixation
- Feeding of lots – Lot-wise disposal amount
- Receipt of EMD
- Receipt of Payment
- Write off
- Removal of PIR/DIR
- Forfeiture of EMD
- Failure of Disposal/ Retender of Lot(s)
- Pass-outs
- Upload of various minutes, reports etc.,
- Surplus - Transfer of Assets
- Surplus - Recategorization to disposal
- Generation of reports, ledgers and registers



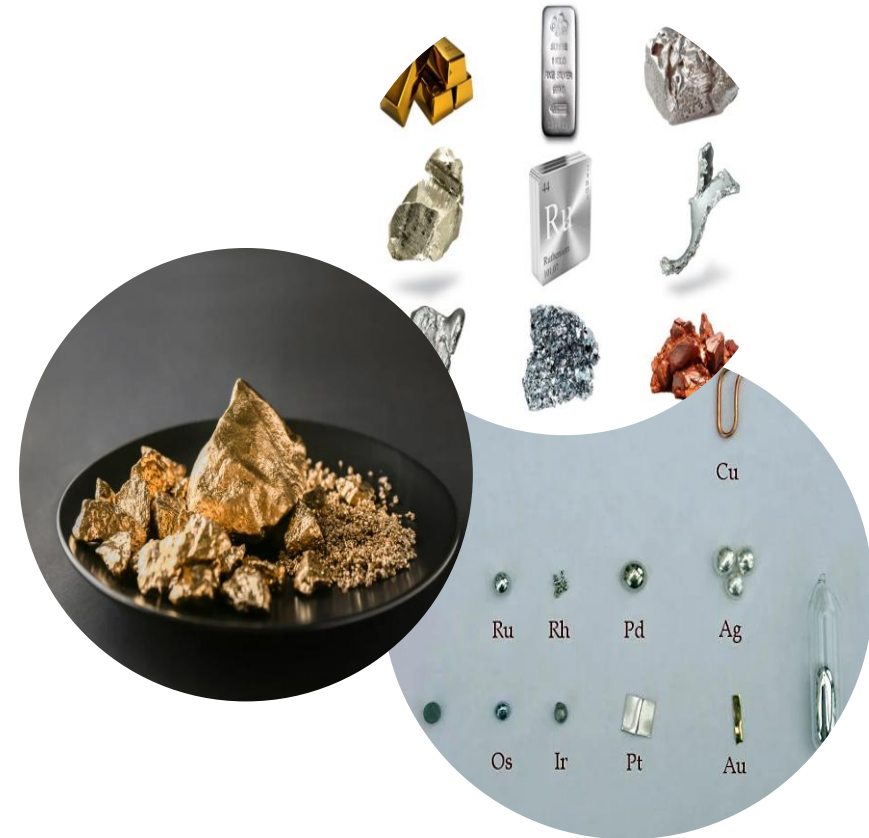
Physical Verification

- Inventory
- Assets – PIR/ DIR
- Formation of Committee
- OM
- Results of Physical Verification
- Write off of Losses
- Treatment of differences – Physical Balance and Inventory
- Certified Issue Voucher
- Certified Receipt Voucher
- Central Reports lab-wise



Noble Metals

- Accounting
- Verification
- Write off
- Return
- Valuation
- Rework



Employee exit

- Retirement
- Death
- Transfer
- Dismissal
- List of PIR/ DIR handled
- Transfer of Items

List of Pending

- Indents
- Files
- Orders
- GRIN
- DRR
- Issue Slips
- PIR/ DIR etc.,



PO Search by Item name

- Up to 10 lakhs LPC limit for Capital + Consumable within the lab
- Above 10 lakhs for Capital + Consumable for all labs

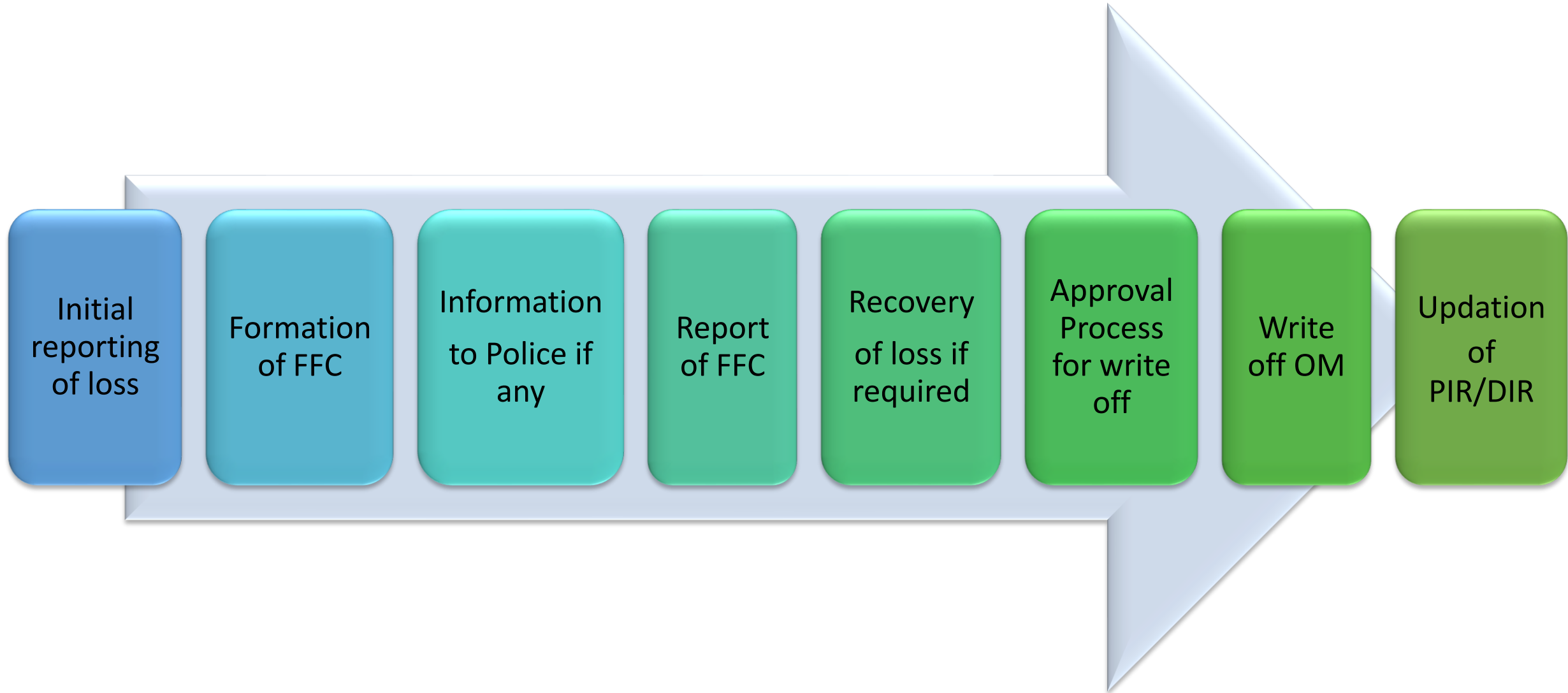
AMC

- AMC – Maintenance Register
- Recording PM Calls
- Recording Breakdown Calls
- Emailing non visits
- Uploading reports

History of Assets



Losses and Write Off



Total Alignment

Stores Accounting – Financial Accounting

Multistage Payment

- For example:

a) Payment of item in stages

- On Delivery X%
- On Installation Y%
- On Commissioning Z%

b) Payment for Product and Services

- Payment for Item
- Payment for Design, Fabrication etc.,
- For Imports Payment of Duties and Taxes
- Payment of Transport and other charges separately

- One DRR or multiple DRR
- One clearance or multiple clearance vouchers



Once accepted by IO/PL



One Asset with combined costs



Stores ledgers → Accounts ledgers

- Reporting of non-fulfilled Installation/non-fulfillment of Services in PO
- Dispute resolution mechanisms - Arbitration/Court
- Recovery of costs
- Treatment of Irrecoverable costs and write off.

Purchase Reports

S. No.	Name of Report	Roles required	View / Print
1	Purchase Requisition Register for Indenters as per 2 G MPG 2019	Employee.	View / print PDF. Excel
2	INDENT REGISTER as per Annexure 2 H as per MPG 2019	Employee, PL, HOD, all Purchase roles. All Stores roles	View / print PDF. Excel
3	Indent register detailed (this is for data in detail)	All Purchase roles. All Stores roles.	View / print Excel
4	Tender register	All Purchase roles	View / print Excel
5	Purchase Commitment & Expenditure Register Report (based on approved Purchase orders (not cancelled) and Cash purchase indents (approved by SPO) and not cancelled, bills passed in purchase, in accounts (after vouchering).	All Purchase roles. Finance role PME role	View / print Excel
6	PO Register as per MPG 2019	All Purchase roles. Finance role PME role	View / print PDF. Excel
7	PO Register detailed (this is for details and data)	All Purchase roles. All Stores roles.	View / print Excel

8	AMC Register	All Purchase roles. Finance role PME role	View / print PDF. Excel
9	List of Rate contract firms uploaded	Employee, PL, HOD, all Purchase roles. All Stores roles, Finance role, PME role	View / print PDF. Excel
10	LC Register	All Purchase roles. Finance role	View / print PDF. Excel
11	Wire Transfer (WT) Register	All Purchase roles. Finance role	View / print PDF. Excel
12	<p>Reports</p> <ol style="list-style-type: none"> 1) Items ordered – Not supplied / part supplied / fully supplied. 2) Indents approved (cash purchase) – No stock entry / no GRIN / No payment done 3) Indents pending with PC / T & PC 4) Indents cleared but pending NIT 5) NIT Created / NIT not created 6) LIST NIT and their stages 7) Results of NIT 8) Proposals pending with PC / T & PC 	All Purchase roles. Finance role Stores roles.	View / print PDF. Excel

S. No.	Name of Report	Roles required	View / Print
	<ul style="list-style-type: none"> 9) Proposals cleared but pending PO 10) List of INR orders 11) List of Foreign orders 12) List and value of MSME orders 13) Orders amended 14) Orders cancelled 15) LD calculation sheet (from PO delivery date to stores delivered date for consumable and installation date for asset) 16) LD Register (deducted / waived) 17) TDS on GST Register 18) TDS on IT Register 19) EMD Register 20) PBG / Security Register 		

S. No.	Name of Report	Roles required	View / Print
	<p>21) Import register (based on GRIN, clearance and miscellaneous voucher, LC & WT register)</p> <p>22) Advance & adjustment register</p> <p>23) Bills pending in stores DA / with SO S</p> <p>24) Bills pending in Purchase PDA / SO P / SPO / Accounts. – Project wise / Budget head wise / vendor wise / indentor wise</p> <p>25) Bills returned – Project wise / Budget head wise / vendor wise / indentor wise</p> <p>26) Bill rejected – Project wise / Budget head wise / vendor wise / indentor wise</p> <p>27) Bills passed – Project wise / Budget head wise / vendor wise / indentor wise</p> <p>28) Bills passed in Purchase and pending accounts</p>		

Stores Reports

S. No.	Name of Report	Roles required	View / Print
1	GRIN report	Employee, All Stores, All Purchase	View / print PDF.
2	GRIN register Full data	All Stores, All Purchase	View / print PDF. excel
3	GRIN register abridged as per MPG	All Stores, All Purchase	View / print PDF. Excel
4	Clearance and Miscellaneous Voucher report	All Stores, All Purchase	View / print PDF. Excel
5	Clearance and Miscellaneous Register	All Stores, All Purchase	View / print PDF. Excel
6	Discrepancy register	All Stores, All Purchase	View / print PDF. Excel
7	Stock Entry Report	All Stores, All Purchase	View / print PDF. Excel
8	Consumable Register (All items, Item wise , Sub head wise, project wise)	All Stores, All Purchase	View / print PDF. Excel
9	Asset Register (project wise, sub head wise, ECF)	All Stores, All Purchase	View / print PDF. Excel
10	AAR	All Stores, All Purchase	View / print PDF. Excel
11	Stores Issue Voucher Report	Employee, All Stores, All Purchase	View / print PDF. Excel
12	Stores issue Voucher Register (Indentor wise / division wise / project wise / from and to a period)	All Stores, All Purchase	View / print PDF. Excel

S. No.	Name of Report	Roles required	View / Print
13	Reports 1) Inventory list as on date 2) Inventory monthly closing stock 3) Inventory annual closing stock 4) PIR/DIR register 5) Permanent gate pass & temporary gate pass register 6) List of Unserviceable register available in stores 7) List of surplus stores 8) Disposal register 9) Gift register 10) Sample register 11) Loss statement 12) Write off based on loss 13) Write off based on disposal 14) List of noble metals 15) List of consumables / assets above certain value. Value should be selectable.	Employee, All Stores, All Purchase, Finance, PME	View / print PDF. Excel

S. No.	Name of Report	Roles required	View / Print
14	<p>Exception reports</p> <ol style="list-style-type: none"> 1) DRR / GRIN entered – Pending with IO / PL / SO S / PDA 2) DRR / GRIN rejected (Discrepancy) 3) DRR / GRIN entry cancelled. 4) DRR – approved but pending stock entry 5) Stock entry pending approval 6) PIR / DIR – list pending transfer 7) Issue voucher pending 8) Transfer voucher pending 9) Temporary gate pass – items sent but not returned 	All Stores, All Purchase	View / print PDF. Excel

Thank You