STANDARD OPERATING PROCEDURE FOR STORES FUNCTION AT NAC AND ITS CONSTITUENT UNITS, NAC REGIONAL TRG CENTRES & OUT STATION TRG CENTRES

NATIONAL ACADEMY OF CONSTRUCTION
A ROLE MODEL

DISPLAY CENTRE & AUDITORIUM

NATIONAL ACADEMY OF CONSTRUCTION
HYDERABAD
PREFACE

Stores function for training institutions like NAC is a critical activity. A large number of Training Programmes at various levels are being conducted in Hyderabad and outstations. There is a need to have a uniform procedure for the stores function so that optimum action is taken for a timely purchase at the best possible cost. In order to streamline stores function and provide an effective interface with the Finance and Training Departments, there is a need for a uniform procedure which is understood by all.

This manual is the effort of Sri S.Subba Rao, Deputy Director (S&M) who has put together a comprehensive SOP so that there is a little or no ambiguity in the stores function. This SOP covers interalia, the entire subject of stores procurement, storage and preservation, issues on accounting management, stock verification, safety and security of stores. This will be a useful publication in the hands of decision makers and executives in our Training and Stores Departments.

This SOP will be revised once a year. Suggestions for improvements in the procedures laid out on the basis of use and experience may be submitted to Deputy Director (S&M) for possible incorporation in the next revision. Any suggestions for changes, which may be desirable on priority, will be acted upon immediately and necessary amendments to this SOP will be issued under my orders.

Place : NAC CAMPUS
Dated : FEB 2006

Director General, NAC
## CONTENTS

<table>
<thead>
<tr>
<th>PARAGRAPH NO</th>
<th>SUBJECT</th>
<th>PAGE NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>2.0</td>
<td>Definition</td>
<td>4</td>
</tr>
<tr>
<td>3.0</td>
<td>Objective and responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>4.0</td>
<td>Scope</td>
<td>5</td>
</tr>
<tr>
<td>5.0</td>
<td>Policy</td>
<td>6</td>
</tr>
<tr>
<td>6.0</td>
<td>Receiving and inspection</td>
<td>7</td>
</tr>
<tr>
<td>7.0</td>
<td>Storage</td>
<td>8</td>
</tr>
<tr>
<td>8.0</td>
<td>Preservation of materials</td>
<td>9</td>
</tr>
<tr>
<td>9.0</td>
<td>Issues of materials from the store</td>
<td>10</td>
</tr>
<tr>
<td>10.0</td>
<td>Issue of materials on loan</td>
<td>10</td>
</tr>
<tr>
<td>11.0</td>
<td>Return of rejected materials</td>
<td>10</td>
</tr>
<tr>
<td>12.0</td>
<td>Stores accounting</td>
<td>11</td>
</tr>
<tr>
<td>13.0</td>
<td>Scrap management</td>
<td>11</td>
</tr>
<tr>
<td>14.0</td>
<td>Stock verification</td>
<td>11</td>
</tr>
<tr>
<td>15.0</td>
<td>Safety of stores</td>
<td>12</td>
</tr>
<tr>
<td>16.0</td>
<td>Security of stores</td>
<td>13</td>
</tr>
<tr>
<td>17.0</td>
<td>Appendices</td>
<td>14</td>
</tr>
<tr>
<td>18.0</td>
<td>Conclusion</td>
<td>14</td>
</tr>
</tbody>
</table>
1.0 INTRODUCTION

The scientific management of Storehouse is an essential part of the Organization’s operations. The stores management function assumes special significance in Construction Industry where identity of the materials, then handling, proper storage and accuracy in accounting during issue are of paramount importance in the efficient operation of the Store House.

1.1 The task of stores management relates to safe custody and preservation of the materials stocked and their receipt, issue and accounting. The objective is to efficiently and economically provide the right material at the time when it is required and in the serviceable condition in which it is required.

1.2 Efficiency in the store starts with precise forecasting and planning of the necessity for materials, and this presupposes that the need itself has been forecast with a considerable degree of accuracy. The forecast also must be subjected to periodic review. The art of stores management is largely that of optimizing the use of resources to meet actual needs in an efficient manner.

1.3 The relative function of the stores management function depends upon the nature and size of the organisation or activity concerned, and in all cases it has to be designed to suit the particular need of the organization it serves. There is, therefore, no standard system which can be universally recommended or applied, but in the course of time, certain principles and practices of general application have been evolved. The understanding of these principles is essential for efficiently practicing the art of Stores Management.

2.0 DEFINITION:

Storehouse refers to a building or room or place where materials are kept. It can also be defined as the Management of the following operations:-

2.1 Receipt of materials.
2.2 Efficient Storage.
2.3 Safe custody.
2.4 Timely issue.
2.5 Stock Accounting.
2.6 Scrap Management.

Storage is an essential part of the economic cycle and Stores Management is today a specialized function which can contribute significantly to the overall efficiency and cost effectiveness of the materials management.

3.0 OBJECTIVES AND RESPONSIBILITIES

- The objective of this **SOP** is to ensure scientific and efficient management of receipts, storage and issues of materials keeping in view the economics, security of stock as well as safety requirements.

- To define the Organization’s policy and scope for managing a Storehouse.

- To establish a procedure to facilitate speedy handling and accounting of receipts, storage and issue of materials.

3.1 The major responsibilities of Storehouse are listed below:-

- Identification of all materials stored.
- Receipt of incoming materials.
- Inspection of all receipts from suppliers.
- Storage and Preservation.
- Materials Handling.
- Issue of materials to users within the organization.
- Maintenance of Stock Records.
- Stores Accounting.
- Inventory control.
- Stock-Taking.
- Submission of Management Information Reports.

4.0 SCOPE

This **SOP** covers all aspects of receipts, storage, issues, handling, status reports as well as safety and security requirements for:-

4.1 Trg tools and stores.

4.2 Construction Materials. (Expendables and Non Expendables).

4.3 Workshop Machinery.

4.4 Operating / Miscellaneous supplies for Building Maintenance and Administrative Services.
4.5 Tradesmen Tool Kits.
4.6 Uniforms & Safety Equipment.
4.7 Office Equipment & Stationery.
4.8 House Keeping Stores
4.9 Rejected materials.
4.10 Scrap of all types.

5.0 POLICY

- Only authorized persons shall have access to the Store House.

- Store house shall not be kept open unattended during working hours.

- All materials will be issued on First-in-First Out (FIFO) basis.

- All materials will be received at the store house and person / department concerned will be notified promptly on receipt.

- All materials should be stacked properly.

- All materials approved after inspection shall be stored in the designated locations.

- Hazardous materials are to be stored separately.

- All materials rejected shall be kept at a designated place and arrangements for their disposal made on the advice of concern purchasing official.

- Expensive and attractive articles should be stored in steel cupboards and always locked up.

- Items issued on loan should be periodically verified with loan records. Capital items must be periodically checked with capital inventory.

- A Gate pass should be made for taking out materials. These should be signed only by authorized persons.

- Uniforms to the trainees will be issued at the time of enrolment on returnable /non returnable basis as per instructions of Director.

- Tool kits will be issued to all trainees on non returnable basis after successful completion of the training as certified by Director – CTTI.
• After completion of each batch of training a Board of Officers will be convened trade wise to survey and assess the serviceability of all training stores. The Board of Officers will recommend recoupment of consumable training stores trade wise required for next batch training. They will also recommend disposal action to be taken for items recommended as unserviceable, scrap or Beyond Economical Repairs (BER).

• Training stores declared unserviceable/consumed during the said training period will be replaced after obtaining the approval to charge off/write off from DG, NAC.

6.0 RECEIVING, INSPECTING AND INWARDING

Stores Personnel shall inward materials after ensuring the following.

6.1 Supplier’s Delivery Challan (DC) / Invoice bears the inward stamp.

6.2 Supplier’s Delivery Challan / Invoice bears the reference of purchase order.

6.3 In case of consignment received with out any documents or any discrepancy noticed in the documents received, Purchase official will be notified immediately for obtaining necessary information for inwarding. Till such time material will not be in warded.

6.4 Acknowledgement of receipt of consignments is subject to final check and approval. A notation, to this effect must be stamped on each copy of Delivery Challan/ Lorry Receipt/Invoice as given below:

“Goods received subject to verification and approval”.

I/c Training Stores
CTTI – Hyderabad

6.5 All apparent damages/leakages/broken seal in the consignment received are immediately recorded in the DC/LR/Invoice and bring the same to the attention of Dy. Dir (S&M) or concerned authority.

6.6 Verify the identity of the material received. Ensure description of the material given in the consignment and number of containers / packages received as per the DC / LR / Invoice.

6.7 Materials shall be received on all working days only during working hours.
6.8 100% verification / weighing to be done in respect of construction materials listed in Appendix ‘G’.

Weigh – Bridge readings / certificates are not always 100% reliable. Therefore, irrespective of whether the Weigh-Bridge reading tallies with DC or not, 10% of the consignment should be weighed at random and based on this observation, the inwarding made. The Weigh-Bridge certificate may be taken only as a guideline. If the quantity thus verified varies a further 10% of the consignment it should be weighed and again the average taken for in warding purposes.

For all other materials, in warding is based on 100% physical verification by way of counting, measuring & weighing.

6.9 All materials received will be taken on Ledger Charge through means of a Receipt Voucher as per format attached as Appendix ‘A’. A certificate to the effect that the items are received in Good condition and as per our specifications and taken on our ledger charge vide Receipt Voucher No ______ and dated _______to be endorsed on the reverse of the Original copy of Invoice or Delivery Challan. Receipt vouchers will be serially numbered and filed in a separate file along with a copy of supplier’s Invoice / Delivery Challan.

6.10 The Stores Personnel shall inward the materials within 24 hours of receipt by way of preparing the Receipt Voucher and sign at the relevant places.

6.11 All materials will be taken on ledger charge immediately as per format attached as Appendix ‘B’. Signatures of concerned designated official will be obtained. Ledgers will be maintained separately for each trade and type of materials. Separate pages will be opened for each item. Over writing / erasing or altering ledger entries is strictly prohibited. However corrections can be made if required. A single stroke will be put across the entry needed correction and fresh entry will be made on top and should be initialed by the designated officer.

7.0 STORAGE

The term storage refers to the physical act of storing the materials in a Storehouse on pallets, shelves, racks, boxes, almirah, etc. with the objective of retrieving them later for issue to the user. The purpose of any storehouse is to provide to users the right materials, in the right quantity, at the right time and at the lowest possible cost.

7.1 The following main objectives for storage shall be considered carefully while storing the materials:-

- Maximum utilization of space consistent with adequate care and protection of materials.
The storage system has to be such as to enable accurate identification of the materials stored.

Ease of storing and picking, thus enabling speedy operations.

All materials must be protected from temperature, moisture, pilferage, insects, rodents etc.

A very important principle in store keeping is FIFO or First-in-First-out. Most materials have a shelf life and this is specially so in the case of paints, cement, food, etc. The oldest stock has to be issued first.

Environmental Conditions with in the storehouse should be conducive in terms of lighting, temperature, ventilation, access to the racks, trade wise stacking.

### 8.0 PRESERVATION OF MATERIALS

8.1 Materials often deteriorate in storage making them useless for the intended purpose. As such, they require adequate preservation. Preservation involves the keeping of the materials in a fresh and serviceable condition.

8.2 India is a tropical country with a large amount of rainfall and consequently, we have a high degree of moisture and humidity. Moisture plays a big role in the damage of materials and the greater the moisture content in the air, the greater the risk of damage to materials. Except in few cases dry condition for storage are essential. Preservation therefore assumes special importance during the monsoon season.

8.3 Similarly insects and micro-organisms pose a major threat primarily because they reproduce at an astronomical rate, and can spread havoc in the Store in no time at all.

8.4 Preservation measures for materials vary from time to time. A good understanding of the material is therefore vital. Measures of preservation adopted for materials commonly found in most Stores are available at CTTI-Hyderabad, with Deputy Director (Stores & Materials) and can be obtained in need of time.

### 9.0 ISSUES OF MATERIALS FROM THE STORE

The usual method of issue is by a Material Indent Form, or Materials Requisition, which has to be signed by the indentor. If a material has been issued on a verbal instruction because of an emergency, then it has to be followed by a written document without delay. This should, however, be allowed only in exceptional cases. The responsibility to indent for material should be specifically delegated to officers.

9.1 Only items taken on ledger charge shall be issued.
9.2 Uniforms will be issued to Trainees on Permanent Issue voucher (copy attached as Appendix “C” to this SOP) and will be written off from ledger charge after obtaining approval from Director – CTTI.

9.3 Tools, and Non consumable materials will be issued by entering in the Daily issue Register. Only CTTI – staff are authorized to draw the material from Storehouse.

9.4 Consumable materials will be issued on Baby Indents (copy attached as Appendix “D” to this SOP). Prior to the issue of materials Stores Personnel shall ensure that the Baby Indent form is complete in all respects.

9.5 For issue of stores to out stations proper issue voucher (copy attached as Appendix “E” to this SOP) will be prepared and approval of Director – CTTI is obtained before the issue is affected.

9.6 Tool kits will be issued to Trainees at the end of the training period. A Tool kit receipt / issue register as per format attached as Appendix “F” to this SOP will be maintained to register the particulars of receipts / issues. Director – CTTI approval should be obtained by stores personnel prior to issue of these tool kits on permanent basis at the time of their departure to the work sites.

9.7 For every issue signature of individuals irrespective of the appointment shall be taken.

10.0 LOAN ISSUE OF MATERIALS

10.1 Stores can be issued on loan within NAC to other constituent units as and when required on loan issue voucher after obtaining approval of the Director concerned. Loan period should be clearly mentioned on top of the voucher. It is the responsibility of stores personnel to follow up and ensure that the stores are received back on expiry of loan period.

10.2 Any stores required to be issued to units out side NAC, DG’s approval should be taken prior to issue of such materials.

11.0 RETURN OF REJECTED MATERIALS

11.1 Rejections should be handled promptly and with good judgment. The responsibility for return of rejected materials lies with the Store Keeper and the Inspecting persons. When material rejection occurs, immediate action must be taken to return, replace and / or dispose of the rejections.

11.2 Decision to return, replace and / or dispose of the rejected materials is the sole Responsibility of Purchasing official.
12.0 STORES ACCOUNTING

12.1 Need for stores accounting: Stores accounting has two aspects, the value of the materials stored and the physical quantity of the materials stored. Stores accounting is necessary for a large number of reasons, of which the following are most important:

12.2 The stocks represent assets of the organization and as such it is necessary to include their value in the accounts of the organization.

12.3 It provides a means of costing of an item used.

12.4 It provides a basis for inventory control by value.

12.5 As for the second aspect, it is necessary all the time to ensure that all the materials that have been received have been accounted for. All receipts and all issues have to be entered in stock ledgers or registers and have to be accounted for.

12.6 Maintenance of Ledgers will be done as explained in Para 6.10 and 6.11 above.

13.0 SCRAP MANAGEMENT

13.1 Scrap is inevitable in a training institute. Scrap has a value and must be treated as any other stores item. It should be accounted for properly and stores personnel are responsible for it. Collect, sort and prepare the scrap metal and waste. Each has a different value and if all are mixed up, their value may fall very low. Different items will have their own buyers. Sorting, categorizing and preparing the scrap are therefore, important.

13.2 Items like empty cement bags, paper, card board boxes, wood shave, GI, MS, Steel, Aluminum, copper, plastic and wood be salvaged, converted into scrap and shall be taken on ledger charge as scrap through a casual receipt voucher and accounting unit will be in Kgs. When considerable quantity is accumulated these can be disposed off in the local market. Disposal procedure as mentioned in SOP for purchase function at NAC will be strictly followed.

14.0 STOCK VERIFICATION

14.1 Physical Stock Taking is the process of counting, weighing, measuring, etc. of all the items in the stock and recording the results of such an exercise. The objective of stock taking is as follows:-

14.2 It is a statutory necessity.

14.3 To verify the accuracy of the stock records.
14.4 To disclose the possibility of fraud, theft, loss etc.

14.5 To reveal any weakness in the overall storage system, so as to make improvements.

14.6 To enable better control of inventories.

14.7 Various methods of stock verification can be adopted. Annual stock taking shall be carried out before closure of every financial year. As per statutory requirement each item must be physically checked as per its unit of measurement at least once in a year and entry to the effect that the physical stock verification is carried out by way of counting, weighing, or measuring and found correct to be made in the relevant ledger pages and initialed by the verifying officer. Discrepancies if any found are recorded and immediately investigated.

14.8 The stock check should be planned in such a way that all the items are checked at least once in a year and the important items and costly or attractive items checked two, three or four times a year.

14.9 A Board of Officers will be ordered by the concerned Director of the Institute.

15.0 SAFETY OF STORES

The term “Safety” encompasses the safety of the materials, facilities used, and the safety of the personnel working in a Storehouse.

15.1 ACCIDENTS

One of the important responsibilities of the Stores personnel is to prevent accidents from taking place in a Store. Accidents can cause damage to materials, machines or facilities, and injury to workers or even their death. It is necessary, therefore, that all precautions are taken to avoid accidents. The worst case one can visualize is a fire where the entire premises can be completely destroyed. Some of the main causes of accidents in a Store are given below:-

- Materials falling from racks.
- Wires, unwanted ropes, steel rods or empty cartons kept carelessly on walkways.
- Injury arising from lifting very heavy loads, or normal loads unscientifically.
- Collisions with bins.
- Falling while climbing to reach the upper shelves.
- Injury to hands resulting from lifting or handling of materials.
- Slipping on oil, grease or even water spillages.
- Injury caused by nails left on empty cases and battens of boxes.
Injury from corrosive acids.
Dropping goods on one’s feet without protective boots.

Most of the accidents occur due to non-observance of precautions, carelessness and indiscipline. Accidents also arise from poor facilities like poor lighting, wobbly ladders or racks, badly laid out bins etc. Good supervision in the matter of observance of safety rules cannot be overstressed. Stores personnel should educate, encourage and advise workers to change their attitudes and give the highest priority for good house keeping.

15.2 FIRE PREVENTION:

- One of the major hazards in a Store relates to fire. It is necessary to take every precaution against fire and ensure that all fire regulations are strictly observed by all the staff. It is needless to add that adequate measures are also to be provided to fight a fire in case one occurs. This might range from having a foam extinguisher in a small store to installing a water reservoir, generator and fire fighting pumps in a very big store. A place where in flammable articles are stored, is especially vulnerable. It would also be a very desirable practice to have periodic fire drills so that people know what is to be done in case of a fire. Stores personnel should also be trained in fire fighting and specific responsibilities given to specific people so that there is no confusion when a fire occurs.

- Fire is caused usually by an accident. While safety measures are necessary, prevention of accidents is also extremely important.

16.0 SECURITY OF STORES

Security in all Stores should be properly planned and organized. Doors should be strong and provided with good locks and windows should be provided with iron grills or wire mesh.

16.1 The internal layout is arranged in such a way that there is a spacious issue counter where people can obtain materials without entering the storehouse.

16.2 Stockyards should be enclosed with fencing which is adequately high. For extra Protection there could be a barbed wire fence along the top of a brick wall. Gates similarly should be strong and locked.

16.3 Custody of keys: All keys of storehouse and stockyards should be numbered and specific persons must be made responsible for them. During off-duty hours these keys are to be kept in a locked almirah at a convenient place (Recommended place is of Security office). When collecting or depositing a bunch of keys, entries should be made in a register and duly signed. Only authorized persons shall be allowed for handling of keys concerned to their departments. The number of
duplicate keys should be restricted. In case where a key lost, a full enquiry should be held and the lock changed, and not a duplicate key made. In this regard a master list of keys with numbers (Permanent/Temporary) should be maintained.

16.4 **Entry into Store Premises**: No one except the authorized staff should be allowed access into the stores. Staff coming to receive materials issued from the Stores should not have access to the storage area.

16.5 **Housekeeping**: Good housekeeping is one of the major responsibilities of every Stores Supervisor. Neat and orderly premises are not only a morale booster but also an important element in accident prevention.

16.6 **Theft/Pilferage/Malpractice**: It is usually said that there is a latent urge in everybody to steal, which is activated when the environment is congenial to its manifestation. Precaution against theft involves the creation of an environment which is not congenial for these instincts to be manifested.

16.7 **Loss of Stores**: Any loss of stores shall immediately be reported to the institutional head. When the person responsible for such loss is unable to explain a discrepancy, Loss statement will be prepared as per the format attached at Appendix ‘I’ and will be submitted to DG NAC for his approval through Director Finance. After the approval of the Loss Statement, write-off should be done and stock records adjusted accordingly.

16.8 **Precaution against Fire**: One of the major hazards in a Store relates to fire. It is necessary to take every precaution against fire and ensure that all fire regulations are strictly observed by all the staff. Adequate fire fighting equipment should be provided. Stores personnel should be trained in fire fighting. Instructions contained in Para 15.2 above shall be followed.

16.9 **Tally Cards / Bin Cards**: These should be kept up dated and hung/placed suitably on the racks/almirah /stacks. Copy of Tally Card is attached as Appendix ‘H’.

17.0 **APPENDICES**

Appendix ‘A’ - Stores Receipt Voucher  
Appendix ‘B’ - Ledger Sheet  
Appendix ‘C’ - Uniforms Issue Voucher  
Appendix ‘D’ - Baby Indent for Training Stores  
Appendix ‘E’ - Issue / Receipt Voucher  
Appendix ‘F’ - List of Tool Kits  
Appendix ‘G’ - List of Construction Materials to be weighed/verified 100%  
Appendix ‘H’ - Tally Card  
Appendix ‘I’ - Loss Statement
18.0 CONCLUSION

There are many advantages in standardizing procedures and laying them down in detail. However, flexibility is desirable and changes should be adopted whenever an improved method can be thought of. It should be the Store Keeper’s function to critically appraise existing procedures and make continuous efforts to promote efficiency and economy.

18.1 Stores personnel should be thoroughly familiar with the statutory requirements, rules, by-laws and other official regulations affecting the storage, safety, etc of the Stores premises. Typical examples are the petroleum regulations, Explosives storage act, Labour laws, Factories act etc.

18.2 The procedure included in this SOP supersedes all previous procedures issued on the subject.

18.3 The procedures covered in this SOP are meant to be exhaustive. Those not specified here should be dealt with in terms of general policy guidelines and conventions already established.

18.4 Deviations / exceptions shall be brought to the attention of Director General, NAC for his approval.
APPENDIX ‘A’

Construction Technicians Training Institute
(A constituent Unit of National Academy of Construction)

STORES RECEIPT VOUCHER

<table>
<thead>
<tr>
<th>SL NO</th>
<th>DESCRIPTION</th>
<th>A/U</th>
<th>QT Y</th>
<th>UNIT PRICE RS. P.</th>
<th>VALUE RS. P.</th>
<th>LEDGER PAGE NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATE OF LEDGER CHARGE

“Certified that the above mentioned items have been received in good condition and as per our specifications from M/s ________________________ Vide their Bill No ______ dated______ against our Supply Order No ______________ Dated ______ and have been taken on our ledger charge vide our receipt voucher No.”

RECEIVED BY
Name:  
Designation:  
Signature:  
Date:  

INSPECTED BY
Name:  
Designation:  
Signature:  
Date:  

COUNTERSIGNED BY

DIRECTOR - CTTI

DY.DIR (S&M)
APPENDIX ‘B’

Construction Technicians Training Institute
(A constituent Unit of National Academy of Construction)

Description:  

Auth Proportion:  

Unit Price:  

<table>
<thead>
<tr>
<th>Receipt Voucher No &amp; Date</th>
<th>Issue Voucher No &amp; Date</th>
<th>Opening Balance</th>
<th>Qty Received</th>
<th>Qty Issued</th>
<th>Closing Balance</th>
<th>Initials of SK</th>
<th>Initials of Inspecting Officer</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Each time the new stores are received, their cost per unit shall be written in the remarks Column.
APPENDIX ‘C’

UNIFORMS ISSUE VOUCHER

<table>
<thead>
<tr>
<th>SL NO</th>
<th>NAME OF THE TRAINEE</th>
<th>SPONSORING AUTHORITY</th>
<th>A/U</th>
<th>D</th>
<th>H</th>
<th>S</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“Certified that the above mentioned items have been issued to Trainees of ____________
Batch______ Trade Training conducted from ________to________ at CTTI-_________________
And the same have been written off from our ledger charge”

ISSUED BY   INSTRUCTOR
Name:       Name:
Designation: Designation:
Signature:   Signature:
Date:        Date:

COUNTERSIGNED BY
APPENDIX ‘D’

Construction Technicians Training Institute
(A constituent Unit of National Academy of Construction)

BABY INDENT FOR TRAINING STORES

Indent No: CTTI/BI/ /TS
Date : 
Trade : 
Batch No: Please issue the following materials for the purpose mentioned below.

<table>
<thead>
<tr>
<th>SL NO</th>
<th>DESCRIPTION</th>
<th>A/U</th>
<th>QTY REQUIRED</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of the Indentor:
Signature:
Date: Dy. Director (S & M) Dy. Director (Trg)

STORES ISSUE VOUCHER

IV No : 
Date :

<table>
<thead>
<tr>
<th>SL NO</th>
<th>DESCRIPTION</th>
<th>A/U</th>
<th>LEDGER BALANCE</th>
<th>QTY ISSUED</th>
<th>BALANCE AVAILABLE</th>
<th>COST RS.</th>
<th>PAGE NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“Certified that the above material have been issued and written off from our ledger charge”.

ISSUED BY: RECEIVED BY:
Sig: Sig:
Name: Name:
Date: Date: Dy. Director (S & M)

COUNTER SIGNATURE

DIRECTOR – C.T.T.I
### APPENDIX ‘E’

Construction Technician’s Training Institute  
(A Constituent Unit of NAC, HYDERABAD)

**ISSUE / RECEIPT VOUCHER**

<table>
<thead>
<tr>
<th>SL NO</th>
<th>ITEM</th>
<th>MAKE</th>
<th>A/U</th>
<th>QTY IN WORDS</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“Certified that the abovementioned items have been issued to _________________________ and written off from our ledger charge.

**ISSUED BY**  
Name:  
Signature:  
Designation:  
Date:

**RECEIVED BY**  
Name:  
Signature:  
Designation

**COUNTERSIGNED BY**  
Date
APPENDIX ‘F’

Construction Technician’s Training Institute
(A Constituent Unit of NAC, HYDERABAD)

LIST OF TOOL KIT

<table>
<thead>
<tr>
<th>SL NO</th>
<th>DESCRIPTION</th>
<th>MAKE</th>
<th>A/U</th>
<th>QTY</th>
<th>RATE RS. P.</th>
<th>AMOUNT RS. P</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

(Items _____________only)

Total No of Kits Received:
Total No of Kits Issued : 
Balance as on__________:

NOMINAL ROLL OF TRAINEES ISSUED WITH TOOL KITS

<table>
<thead>
<tr>
<th>SL NO</th>
<th>NAME OF THE TRAINEE</th>
<th>ROLL NO</th>
<th>SPONSORED BY</th>
<th>DATE OF ISSUE</th>
<th>SIGNATURE</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

I/c Trg Stores             Instructor       Dy.Dir (Trg)       Dy. Dir (S&M)

COUNTERSIGNED BY

DIR- CTTI
APPENDIX ‘G’

LIST OF CONSTRUCTION MATERIALS
TO BE WEIGHED/VERIFIED 100%

<table>
<thead>
<tr>
<th>SL NO</th>
<th>DESCRIPTION</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cement</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Steel</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Aggregate</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Timber</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Bricks</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Sand</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Paints</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Tool kits</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Uniforms</td>
<td></td>
</tr>
</tbody>
</table>
# APPENDIX ‘H’

Construction Technicians Training Institute  
(A constituent Unit of National Academy of Construction) 

### TALLY CARD

<table>
<thead>
<tr>
<th>Description:</th>
<th>Code No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auth Proportion:</td>
<td>A/U:</td>
</tr>
<tr>
<td></td>
<td>Unit Price:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>Qty Received</th>
<th>Qty Issued</th>
<th>Balance</th>
<th>Initials of SK</th>
<th>Inspected By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## LOSS STATEMENT

<table>
<thead>
<tr>
<th>SL NO</th>
<th>DESCRIPTION</th>
<th>A/U</th>
<th>QTY</th>
<th>STOCK BOOK RATE</th>
<th>VALUE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"Certified that the above mentioned items were lost while under safe custody with me and I agree to pay Rs _______ on account of the loss of above articles.

Station: Oct 2005

Signature of the individual

---

### Report of Investigating Officer

Station:

Date: Oct 2005

Signature:

---

### Opinion of Director – CTTI

Station:

Date:

Signature:

---

### Opinion of Director- Finance

Station:

Date:

Signature:

---

### Order of the DG, NAC

Station:

Date: Director General

---

### Rates as under to be assessed for writing off

- Serviceable articles – 100% of stock book rate
- Damaged but repairable articles- 70 %
- Repairable and partly worn out – 40%
- Unserviceable – One tenth of the stock book rate.

"Certified that as the above amount has been recovered from the individual, the items be written off and stock records adjusted accordingly.

Place:

Dated: Director Finance