

ROLES AND RESPONSIBILITIES OF THE STORE INCHARGE

A. Receipt of Materials

- Receive materials delivered to the university as per approved purchase orders.
- Verify the quantity and quality of items received against delivery challans and purchase orders.
- Coordinate with the concerned department and supplier in case of discrepancies.
- Ensure proper documentation such as Inward Register entries, and acknowledgment from the indenting department.

B. Storage and Inventory Management

- Safely store all materials as per category, usage, and storage requirements (e.g., perishable, non-perishable, consumables, equipment).
- Label and organize items to enable easy identification and access.
- Maintain optimal stock levels to prevent overstocking or shortages.
- Regularly inspect stored items to ensure quality and prevent damage, loss, or obsolescence.

C. Issuance of Materials

- Issue items to departments based on approved indents or requisition slips.
- Ensure proper authorization before issuing materials.
- Maintain an accurate record of each issue, including date, quantity, and recipient details.
- Update the stock register or inventory management software immediately upon issuance.

D. Coordination with Accounts Department

- Coordinate with the Accounts Department for invoice verification, payment processing, and audit requirements.
- Submit necessary documents such as supplier bills, and delivery challans to the Accounts Department for processing.
- Reconcile stock and financial records periodically in collaboration with Accounts.

E. Indent Handling

- Review and verify indents received from various departments.
- Check stock availability and issue items if available.
- If not available, forward the requirement to the Purchase Department with proper documentation.
- Maintain a record of indents received, fulfilled, and pending.

F. Book Keeping and Record Maintenance

- Maintain manual or digital stock registers for all items.

- Keep updated records of inward and outward transactions.
- Ensure proper filing of all supporting documents: bills, Challans, requisitions, and approvals.
- Physical verification of stock.

3. Additional Responsibilities

- Ensure cleanliness and orderliness of the store premises.
- Monitor expiry dates and take timely action for slow-moving or obsolete stock.
- Liaise with vendors and transport personnel as required.
- Follow safety protocols and university guidelines in material handling and store management.
- Maintain confidentiality and integrity in all store-related transactions