

Sub.: Maintenance of Stock Registers.

Maintenance of stock at site has been integrated with the purchase database. The procedure for requisition and maintenance of stock is briefly given below.

1. Sites to make requisition and email it to HO.
2. Requisition to be filed by project manager or senior engineer on a daily basis.
3. 2 requisition files to be maintained ie., material pending and material received.
4. Purchase to send copy of PO/WO by email. On receipt of PO/WO print it and attach it to the requisition.
5. Enter details of invoice no. and date on the requisition on receipt of material.
6. Site to update purchase database for material received through MRN form (where PO details are available). Where PO details are not available material receipts to be updated through other receipts form.
7. Store keeper to reconcile MRN with material received at stores by using update feature in the MRN form. This will automatically update the stock at site.
8. For initializing the stock registers or for correction use stock adjustment form.
9. Weekly report to be sent by site to HO by email.
10. Project manager/engineer to prepare material issue forms (pre-printed) and hand it over to labourers or contractor. Labourer/contractor to go to storekeeper for issue of material. Store keeper to enter material issue form in the database and enter the quantity issued. Alternately (preferred method), labour/contractor to directly approach data entry operator and data entry operator will enter material issue form in the database and handover a printed copy to the labour/contractor. They can obtain engineers signature and approach the store keeper for issue of material. Store keeper to update material issued in the database (against requested).
11. On updating material issue by store keeper stock balances will automatically debited. Engineer, purchase division, admin division, etc., can at any point of time view the stock balance at site.
12. A computer to be given to each store keeper and wherever possible it should be kept near the store room.

Physical registers to be maintained upto 31st March, 2016 (Praveen to verify stock and give permit to each site to stop maintaining physical registers). Once the database is stabilized there will be no need to maintain physical stock registers.

An excel sheet with a revised list of items is attached herein. Purchase to ensure that database is suitably initialized to match the excel sheet and rates to be updated once a year.

Details of stock of building material shall be required once a week, however, stock need not be maintained for these items. Stock report must be sent to HO every Saturday by email.

Admin Officer at site to physically verify stock once a week and sign the stock register.

Admin - Audit to verify physical stock once a month. Admin also to verify that material stored in separate store rooms. Guidelines for storerooms to be maintained is give below, however, it may be suitably changed depending on requirement of each site.

Long store rooms (22 x 10 ft) to be provided for the following items:

- a. GI pipes & fittings + PVC Agri pipes and fittings
- b. Lift material

Mid size store rooms (12 x 10 ft) to be provided for

- a. UPVC & CPVC pipes and fittings
- b. PVC pipes and fittings
- c. Electrical conducting and DB boxes
- d. Sanitaryware
- e. Bathroom & floor tiles
- f. General stores
- g. Door and wood

Small size stores (8 x 5 ft) to be provided for

- a. Wires & electrical switches
- b. CP fittings
- c. Hardware

Bathroom wall tiles and some types of flooring tiles have not been distinguished by color/design in the database. These are to be maintained separately in an excel sheet by physical check. However, total quantity of bathroom wall tiles, bathroom floor tiles, kitchen dado tiles, utility floor tiles, utility wall tiles, 2 x2 vitrified floor tiles and 1 x 1 ceramic floor tiles to be maintained in database.

Managing Director

Encl.: List of items for stock registers - separately attached

Stock Statement as per format in Circular no.912/84/a				
List of items for which stock has to be maintained				
Stock Register:		Plumbing - GI & PVC Stock Register		
Stock ID no.	Item	Balance	Quantity	Value
	GI Material			Amount
7049	Ball Cork 1/2" in nos.	1		446.00
10006	Ball Valve 1/2" in nos.	1		248.00
10143	Ball Valve 3/4" in nos.	1		353.00
10142	Ball Valve 1" in nos.	1		548.00
10149	Ball Valve 1.5" in nos.	1		1,328.00
10150	Ball Valve 2" in nos.	1		1,956.00
7078	G.I.- Pipe 1" (20 ft length) in nos.	1		1,038.00
10011	G.I.- Pipe 1 1/4" (20 ft length) in nos.	1		1,176.00
7080	G.I.- Pipe 1 1/2" (20 ft length) in nos.	1		1,254.00
7081	G.I.- Pipe 2" (20 ft length) in nos.	1		1,890.00
10018	Gate Valve 1 1/2" in nos.	1		2,169.00
10019	Gate Valve 1 1/4" in nos.	1		1,417.00
10020	Gate Valve 1" in nos.	1		1,147.00
7060	Gate Valve 1/2" in nos.	1		545.00
10021	Gate Valve 2" in nos.	1		3,179.00
7061	Gate Valve 3/4" in nos.	1		736.00
	PVC- SWR Pipes			-
10022	Lubricant in lts	1		165.00
7184	PVC 3" Bend 45 in nos.	1		34.00
10023	PVC 3" Bend Plain in nos.	1		41.00
10024	PVC 3" Bend with door in nos.	1		52.00
7190	PVC 3" Cleaning pipe with Door in nos.	1		65.00
7193	PVC 3" Coupler in nos.	1		48.00
10025	PVC 3" Floor Trap in nos.	1		89.00
10026	PVC 3" Nani Trap in nos.	1		63.00
7205	PVC 3" Pipe Double Socket in nos.	1		224.00
7269	PVC 3" Pipe Single Socket in nos.	1		190.00
7264	PVC 3" Rubber ring in nos.	1		6.00
7232	PVC 3" Tee Plain in nos.	1		51.00
10027	PVC 3" Tee with door in nos.	1		60.00
10028	PVC 3" Y (single & double) Plain in nos.	1		64.00
10029	PVC 3" Y (single & double) with door in nos.	1		110.00
7188	PVC 3" Clamps in nos.	1		12.00
7185	PVC 4" Bend 45 in nos.	1		59.00
10030	PVC 4" Bend Plain in nos.	1		67.00
10031	PVC 4" Bend with door in nos.	1		82.00
7189	PVC 4" Clamps in nos.	1		15.00
7191	PVC 4" Cleaning pipe with Door in nos.	1		118.00
7194	PVC 4" Coupler in nos.	1		50.00
10032	PVC 4" Floor Trap in nos.	1		89.00
7227	PVC 4" Nani Trap in nos.	1		63.00
10033	PVC 4" P trap in nos.	1		186.00
7206	PVC 4" Pipe Double Socket in nos.	1		424.00
7270	PVC 4" Pipe Single Socket in nos.	1		344.00
7265	PVC 4" Rubber ring in nos.	1		9.00
10034	PVC 4" S trap in nos.	1		245.00
7233	PVC 4" Tee Plain in nos.	1		92.00
10035	PVC 4" Tee with door in nos.	1		108.00
10036	PVC 4" Y (single & double) Plain in nos.	1		124.00
10037	PVC 4" Y (single & double) with door in nos.	1		212.00
10038	Solvent Cement in lts	1		390.00
	PVC - Rigid pipes			-
10039	PVC-Rigid-Elbow-1 1/2" in nos	1		15.00
10040	PVC-Rigid-Pipe- 1 1/2" in leng.	1		297.00
10041	PVC-Rigid-Pipe-4" in leng.	1		922.00
10042	PVC-Rigid-Tee-1 1/2" in nos	1		16.00
	Total			24,631

Stock Statement as per format in Circular no.912/84/a				
List of items for which stock has to be maintained				
Stock Register:			Plumbing - CPVC Stock Re	
Stock ID no	Item	Balan	Value	
10051	CPVC Pipe 15mm (10 ft length) nos	1	141.00	141
10052	CPVC Pipe 20mm (10 ft length) nos	1	217.00	217
10053	CPVC Pipe 25mm (10 ft length) nos	1	323.00	323
10054	CPVC Reducer Bushing 1/2" in nos	1	6.20	6
10055	CPVC Reducer Bushing 3/4" in nos	1	13.90	14
10056	CPVC Reducer Bushing 1" in nos	1	10.00	10
10057	CPVC Bushing 1/2" in nos	1	7.30	7
10058	CPVC Bushing 3/4" in nos	1	10.20	10
10059	CPVC Bushing 1" in nos	1	30.00	30
10060	CPVC Coupling 1/2" in nos	1	6.40	6
10061	CPVC Coupling 3/4" in nos	1	9.20	9
10062	CPVC Coupling 1 " in nos	1	15.20	15
10063	CPVC Reducer Coupling 1/2" in nos	1	12.00	12
10064	CPVC Reducer Coupling 3/4" in nos	1	12.00	12
10065	CPVC Reducer Coupling 1" in nos	1	18.20	18
10066	CPVC Tee 1/2" in nos	1	11.20	11
10067	CPVC Tee 3/4" in nos	1	18.70	19
10068	CPVC Tee 1" in nos	1	29.30	29
10069	CPVC Tee Reducer 1/2" in nos	1	24.57	25
10070	CPVC Tee Reducer 3/4" in nos	1	25.90	26
10071	CPVC Tee Reducer 1" in nos	1	42.90	43
10072	CPVC Elbow 1/2" in nos	1	8.66	9
10073	CPVC Elbow 3/4" in nos	1	11.39	11
10074	CPVC Elbow 1" in nos	1	23.40	23
10075	CPVC Reducer Elbow 1/2" in nos	1	15.00	15
10076	CPVC Reducer Elbow 3/4" in nos	1	27.90	28
10077	CPVC Reducer Elbow 1" in nos	1	41.60	42
10078	CPVC Male adapter 1/2" in nos	1	8.00	8
10079	CPVC Male adapter 3/4" in nos	1	13.10	13
10080	CPVC Male adapter 1" in nos	1	20.40	20
10081	CPVC Female adapter 1/2" in nos	1	10.50	11
10082	CPVC Female adapter 3/4" in nos	1	18.10	18
10083	CPVC Female adapter 1" in nos	1	25.90	26
10084	CPVC Tank adapter 1/2" in nos	1	30.00	30
10085	CPVC Tank adapter 3/4" in nos	1	32.70	33
10086	CPVC Tank adapter 1" in nos	1	49.80	50
10087	CPVC Union 1/2" in nos	1	29.30	29
10088	CPVC Union 3/4" in nos	1	54.60	55
10089	CPVC Union 1" in nos	1	77.80	78
10090	CPVC End cap 1/2" in nos	1	5.10	5
10091	CPVC End cap 3/4" in nos	1	8.00	8
10092	CPVC End cap 1" in nos	1	12.70	13
10097	CPVC Ball valve 3/4" in nos	1	90.00	90
10098	CPVC Ball valve 1" in nos	1	166.53	167
10099	CPVC Solution in ltrs	1	1,212.00	1,212
10100	CPVC Clamps 1/2" in nos	1	7.80	8
10101	CPVC Clamps 3/4" in nos	1	7.80	8
10102	CPVC Clamps 1" in nos	1	9.50	10
10106	CPVC Male adaptor brass 1/2" in nos	1	83.26	83
10109	CPVC Female adaptor brass 1/2" in nos	1	80.50	81
10198	CPVC Male Adapter Brass Threaded (MABT) 3/4" in nos	1	108.5	109
10218	CPVC Male Adapter Brass Threaded (MABT) 1" in nos	1	169	169
10192	CPVC Male Adapter Brass Threaded (MABT) 1 1/4" in nos	1	317	317
10193	CPVC Male Adapter Brass Threaded (MABT) 2" in nos	1	758	758
10194	CPVC Female Adapter Brass Threaded (FABT) 3/4" in nos	1	109.2	109
10195	CPVC Female Adapter Brass Threaded (FABT) 1" in nos	1	167.8	168

10196	CPVC Female Adapter Brass Threaded (FABT) 1 1/4" in nos	1	310	310
10197	CPVC Female Adapter Brass Threaded (FABT) 2" in nos	1	750	750
10198	CPVC Reducing Male Threaded Brass Adapter (MABT) 3/4" x 1/2" in nos	1	64	64
10199	CPVC Reducing Female Threaded Brass Adapter (FABT) 3/4" x 1/2" in nos	1	42	42
10208	CPVC Threaded End Plug 1/2 " in nos	1	5	5
10209	CPVC CPVC Tee 1 1/4" in nos	1	52	52
10162	CPVC CPVC Tee 1 1/2" in nos	1	94	94
10210	CPVC Stripover bend 3/4" in nos	1	52	52
10211	CPVC Stripover bend 1" in nos	1	113	113
10212	CPVC 45 Degree Elbow 3/4" in nos	1	14	14
10213	CPVC 45 Degree Elbow 1" in nos	1	24	24
10214	CPVC Elbow 1 1/4" in nos	1	40	40
10163	CPVC Elbow 1 1/2" in nos	1	77	77
10215	CPVC Union 1 1/4" in nos	1	96	96
10170	CPVC Union 1 1/2" in nos	1	145	145
10168	CPVC Coupling 1 1/2" in nos	1	46	46
10216	CPVC Pipe 1 1/4" in nos	1	440	440
10217	CPVC Pipe 1 1/2" in nos	1	610	610
	Total			7,628

Stock Statement as per format in Circular no.912/84/a				
List of items for which stock has to be maintained				
Stock Register:		Tiles		
Stock ID no.	Item	Balance Quantity	Value	Amount
9051	Bathroom wall tiles 8" x 12" per box	1	326.00	326
9052	Bathroom wall tiles 15" x 10" per box	1	224.00	224
9053	Kitchen dado tiles 12" x 8" per box	1	326.00	326
9054	Kitchen dado tiles 18" x 12" per box	1	432.00	432
9055	Bathroom floor tiles 12" x 12" in Boxes	1	348.00	348
9056	Bathroom floor tiles 8" x 8" in Boxes	1	348.00	348
9057	Utility floor tiles 12" x 12" in Boxes	1	390.00	390
9058	Utility wall tiles 12" x 8" in Boxes	1	326.00	326
9059	Vitrified floor tiles 2' x 2' in Boxes	1	583.00	583
9005	Ceramic floor tiles 12" x 12" in Boxes	1	348.00	348
9060	Balcony floor tiles 12" x 12" in Boxes	1	390.00	390
9061	Balcony floor tiles 2' x 2' in Boxes	1	583.00	583
9062	Kitchen floor tiles 16" x 16" Boxes	1	464.00	464
9063	Kitchen floor tiles 2' x 2' Boxes	1	583.00	583
Total				5,345

Stock Statement [as per format in Circular no.912/84/a				
List of items for which stock has to be maintained				
Stock Register:		Sanitaryware & CP Fittings Stock Register		
Stock Id Nos.	Item	Balance Quantity	Value	Amount
	CP Fittings			
7023	CP- Bib cock- in nos	1	533.00	533.00
10043	CP- Bottle trap- in nos	1	481.00	481.00
7040	CP- Jali with hole- in nos	1	134.00	134.00
7041	CP- Jali without hole- in nos	1	179.00	179.00
7033	CP- Pillar cock- in nos	1	517.00	517.00
7036	CP- Shower arm- in nos	1	308.00	308.00
7037	CP- Shower head - in nos	1	431.00	431.00
7042	CP- Stop Cock-1/2" in nos	1	502.00	502.00
10045	CP- Tap Long body- in nos	1	632.00	632.00
10046	CP- Tap Short Body- in nos	1	495.00	495.00
7045	CP- Wall Mixer- in nos	1	2,325.00	2,325.00
7302	CP - Health faucet	1	555.00	555.00
7029	CP- Flange - in nos	1	10.00	10.00
10047	PVC Connection 1.5 ft in Nos	1	55.00	55.00
10048	PVC Connection 2 ft in Nos	1	65.00	65.00
7028	CP Extension Nipple in Nos	1	52.00	52.00
10049	CP Tap two in one in nos	1	707.00	707.00
7048	CP Waste coupling in nos	1	193.00	193.00
10231	Sink CP swan neck tap in nos	1	1,048.00	1,048.00
	Sanitary			-
10050	S S Sink with drain board in nos	1	4,261.00	4,261.00
7310	S S Sink in nos	1	2,784.00	2,784.00
10232	EWC + flush tank + seat cover set in nos	1	10,829.00	10,829.00
10233	EWS + seat cover set in nos.	1	7,900.00	7,900.00
7300	Ceramic Flush tank- in nos	1	2,559.00	2,559.00
7305	Pedestal- in nos	1	1,248.00	1,248.00
7309	Seat Cover- in nos	1	600.00	600.00
7322	Wash basin bracket- in Pair	1	45.00	45.00
7321	Wash Basin- in nos	1	980.00	980.00
7345	Loft Tank- in nos	1	1,300.00	1,300.00
7292	Bath Tub in nos	1	8,432.00	8,432.00
7290	Anglo Indian WC in nos	1	3,893.00	3,893.00
	Total			50,160.00

Stock Statement [as per format in Circular no.912/84/a]				
List of items for which stock has to be maintained				
Stock Register:		Tools & General Material	Stock	Reg
Stock ID	Item	Balance	Value	Amount
	Screws			
2099	Fisher plug 5 mm in packets	1	110.00	110
2100	Fisher plug in 6 mm packets	1	103.00	103
2296	Sheet metal screws 25 x 6 mm in nos	1	0.40	0
2297	Sheet metal screws 25 x 8 mm in nos	1	0.40	0
2298	Sheet metal screws 35 x 6 mm in nos	1	0.40	0
2299	Sheet metal screws 50 x 6 mm in nos	1	0.69	1
2300	SS screws - 19 x 5 mm in nos	1	2.30	2
2301	SS screws - 25 x 6 mm in nos	1	2.73	3
2302	SS screws - 35 x 8 mm in nos	1	4.00	4
2303	Wood screws - 25 x 8 mm in nos	1	0.77	1
2304	Wood screws - 30 x 8 mm in nos	1	0.44	0
2305	Wood screws - 35 x 8 mm in nos	1	0.45	0
2306	Coach Screws - 35 X 8 mm in nos	1	1.50	2
	Hardware	1		
2307	Hinges 4" in nos	1	172.00	172
2169	Main door Mortise lock in nos	1	1803.00	1,803
2308	SS tubular lock in nos	1	458.00	458
2092	Door stopper Magnet	1	90.00	90
	Doors & Wood			
2345	Flush doors for electrical ducts in nos.	1	1172.00	1,172
2342	Panel Doors 37" x 80" wide in nos	1	2484.00	2,484
2343	Panel Doors 37" x 82" wide in nos	1	2484.00	2,484
2340	Panel Doors 32" x 80" wide in nos	1	2484.00	2,484
2341	Panel Doors 32" x 82" wide in nos	1	2149.00	2,149
2339	Panel Doors 26" wide in nos	1	1746.00	1,746
2320	Sal wood frame 7' x 3' 6" - 5" x 3" with threshold in nos	1	3018.00	3,018
2322	Sal wood frame 7' x 3' - 4.5" x 2.5" with threshold in nos	1	1920.00	1,920
2324	Sal wood frame 7' x 2' 6" - 4.5" x 2.5" with threshold in nos	1	1829.00	1,829
2321	Sal wood frame 7' x 3' 6" - 5" x 3" with out threshold in nos	1	2469.00	2,469
2323	Sal wood frame 7' x 3' - 4.5" x 2.5" with out threshold in nos	1	1600.00	1,600
2325	Sal wood frame 7' x 2' 6" - 4.5" x 2.5" with out threshold in nos	1	1555.00	1,555
2326	Teak wood frame 7' x 3' 6" - 5" x 3" with threshold in nos	1	4723.00	4,723
2328	Teak wood frame 7' x 3' - 4.5" x 2.5" with threshold in nos	1	2672.00	2,672
2331	Teak wood frame 7' x 2' 6" - 4.5" x 2.5" with threshold in nos	1	2544.00	2,544
2330	Teak wood frame 7' x 3' 6" - 5" x 3" with out threshold in nos	1	3864.00	3,864
2327	Teak wood frame 7' x 3' - 4.5" x 2.5" with out threshold in nos	1	2226.00	2,226
2329	Teak wood frame 7' x 2' 6" - 4.5" x 2.5" with out threshold in nos	1	2163.00	2,163
	Total			45,852
Note: Only consider loose pieces of wood - do not consider ready frames				

[illegible]

Stock Statement [as per format in Circular no.912/84/a				
List of items for which stock has to be maintained				
Stock Register:		Steel stock register		
Stock Id no.	Item	Balance in number of rods of 40'	Weight of 40'rod in kgs	Total weight in kgs
2051	Steel binding wire in kgs	1	49.00	49
8114	Steel Rebar - 10 mm in kgs	1	7.50	8
8115	Steel Rebar - 12 mm in kgs	1	10.67	11
8116	Steel Rebar - 16 mm in kgs	1	18.96	19
8117	Steel Rebar - 20 mm in kgs	1	29.63	30
8118	Steel Rebar - 25 mm in kgs	1	46.30	46
8182	Steel Rebar - 30 mm in kgs	1	66.67	67
8120	Steel Rebar - 8 mm in kgs	1	4.50	5
	Total			233.23
	Amount			8,862.57

General

Stock Statement [as per format in Circular no.912/84/a]				
List of items for which stock has to be maintained				
Stock Register:		Tools & General Material Stock Register		
Stock Id no.	Item	Balance Quantity	Value	Amount
7114	Black Curing Pipe-3/4" in kgs	1	47.00	47
4080	Bombay Broom- in nos	1	7.00	7
9510	Chisel flat- in nos	1	91.00	91
4009	Coconut Broom- in nos	1	10.00	10
4000	Consumables- Acid- in Ltrs	1	15.00	15
9513	Crobars in nos	1	630.00	630
2098	Fevicol in Kgs	1	183.00	183
4030	Fruit packing covers in packets	1	85.00	85
6023	GI Bucket- in nos	1	103.00	103
6147	HDPE rope- in bundles	1	35.00	35
6025	Gova rope- in bundles	1	180.00	180
2346	PVC Gumpas - big - in nos	1	100.00	100
2347	PVC Gumpas - small - in nos	1	82.00	82
9542	Hammer all types in nos	1	150.00	150
2105	Hold fast for doors in kgs	1	50.00	50
2076	Kabootar jali in bundles	1	180.00	180
9592	Labour Helmet female - in nos	1	60.00	60
9593	Labour Helmet male- in nos	1	60.00	60
9585	Plastic Mug in nos	1	15.00	15
2151	Poker bit in nos	1	91.00	91
3162	Plastizer in lts	1	102.00	102
1012	Recron in packets	1	38.00	38
9555	Safety belt- in nos	1	285.00	285
9569	Spade- in nos	1	110.00	110
4057	Sponge- in nos	1	7.00	7
9595	Staff Helmet- in nos	1	124.00	124
3161	Tile grout in kgs	1	35.00	35
6549	White cement in 25 kg in bags	1	550.00	550
6621	Janta Paste in in grams	1	0.10	0
7109	Araltide in gms	1	1.00	1
6035	Spacers 20 mm in nos	1	1.00	1
6036	Spacers 25 mm in nos	1	1.50	2
6037	Spacers 40 mm in nos	1	2.00	2
6038	Spacers 50 mm in nos	1	4.00	4
	Total			3,427
and Building Material				
Stock Id no.	Item	Balance Quantity	Value	Amount
3001	Cement 53 Grade in bags	1	300.00	300
3002	Cement PPC grade in bags	1	290.00	290
1032	River sand in cft	1	37.00	37
1020	Stone dust in cft	1	24.50	25
1040	Metal 40 mm in cft	1	24.00	24
1008	Metal 20 mm in cft	1	24.00	24
1016	Robo sand fine in cft	1	30.00	30
1015	Robo sand coarse in cft	1	20.00	20
1004	Solid Blocks 4"	1	17.50	18
1005	Solid Blocks 6"	1	27.00	27
1021	Table brick 9"x4"x3" in nos	1	3.10	3
	Total			797