



FACULTY HANDBOOK

**Indian Institute of Technology
(Indian School of Mines), Dhanbad**

Disclaimer: This guide is intended to be an informal advisory compilation, and should not be taken to be a definitive statement of the rules and procedures applying to faculty at IIT(ISM), Dhanbad.

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PREAMBLE

The faculty handbook of IIT (ISM), Dhanbad has been prepared to help faculty members to get the information about IIT (ISM), Dhanbad at a glance. The faculty handbook has been prepared by the staffs of Dean (Faculty) and Deputy Registrar (Establishment) with the inputs gathered from different administrative offices of IIT (ISM), Dhanbad. This faculty handbook will be useful as first hand information for young new faculty member in particular who pursue their career at IIT (ISM), Dhanbad.

Therefore, a specific effort has been made to address the issues concerning faculties of the Institute.

(J Manam)
Dean Faculty

Date: 04.03.2019



Welcome to IIT(ISM), Dhanbad!

This document will give you a first-hand idea about IIT(ISM), Dhanbad.

History of IIT (ISM)

The Indian National Congress at its XVII Session of December 1901 passed a resolution stating that “in view of the fact that the tendency of recent legislation namely, the Indian Mines Act VII of 1901, is that all Indian mines must be kept under the supervision of mining experts, the Congress is of opinion that a Government College of Mining Engineering be established in some suitable place in India on the models of the Royal School of Mines in England, Mining Colleges of Japan and at other places in the continent”. The McPherson Committee formed by Govt. of India, recommended the establishment of an institution for imparting education in the fields of Mining and Geology, whose report, submitted in 1920, formed the main basis for establishment of the Indian School of Mines, Dhanbad.

The Indian School of Mines was formally opened on 9th December 1926, by Lord Irwin, the then Viceroy of India to address the need for trained manpower related to mining activities in the country with disciplines of Mining and Applied Geology.

In 1967 it was granted the status of a deemed to be university under Section 3 of UGC Act, 1956. Since its establishment, IIT(ISM) has undergone considerable expansion of its activities, and presently it can be considered as a total technology education institute. The departments of Petroleum Engineering and Applied Geophysics were established in 1957. The departments of Mechanical Engineering and Mining Machinery Engineering, Fuel and Mineral Engineering, Management Studies and Electronics and Instrumentation Engineering were added in 1975-1977. The Centre of Mining Environment, the Computer Centre, the Centre of Longwall Mine Mechanisation and the departments of Applied Chemistry, Applied Physics and Applied Mathematics were established between 1975 and 1977. The department of Computer Science and Engineering was added in 1997. The expansion of the institute into a total technology institute was further accelerated with the establishment of the Department of Electrical Engineering in the year 2005, the Department of Environmental Science and Engineering in 2006 and the Department of Chemical Engineering in 2010.

IIT (ISM) is situated in the heart of the country’s prime coking coal belt, 260 km from Kolkata with a campus spread over an area of 393 acres, (with 218 acres of existing campus and 175 acres under acquisition and development) the fully residential IIT(ISM) has all the facilities of world class academic institute. What started as an institution to impart mining education has graduated into a full-fledged technical institution of international acclaim offering a host of programmes like B. Tech., M. Tech., M. Sc. Tech. and MBA. In addition, the School offers Ph.D. programmes (full time and part time), while also awarding D.Sc. as the highest degree of academic achievement.



The serene campus comprises academic buildings, student hostels and 100% residential facilities for faculty and staff apart from other infrastructure facilities for a cosmopolitan community. The School has links with reputed universities and institutes across the globe and has an alumni base all over the world. The School today is making foray into the newer areas of academic endeavors in tune with the changing times.

1. Documents required at the time of joining

Copies of all credentials such as educational qualification, experience, category certificate in case of reserved categories. Relieving order, if the selected candidates have been working in any Govt. Organisation/ Institute or PSU etc.

1.1 *On your first day*

On the first day the selected faculty is required to submit joining report through the Head of the Department to the Dean (Faculty).

1.2 *Transfer TA/Relocation expenses reimbursement*

IIT(ISM) provides transfer TA/Relocation expenses for the faculty joining the offered post. The details of which are as follows:

I. Transfer TA

- (a) Composite transfer grant as per rules for persons joining from another IIT, Central or State Government Departments/Central or State Universities/Central or State Autonomous Bodies/ PSUs.
- (b) Actual fare for self and family for journey by entitled class & mode of transport.
- (c) Road mileage for journey by road between places not connected by rail.
- (d) Cost of transportation of personal effects from residence to residence, within prescribed time limit.
- (e) Cost of transportation of conveyance possessed by employee.

II. Joining Time and Joining Time Pay

Joining time and joining time pay would be admissible to such employees as per the provisions of Central Civil Services (Joining Time) Rules, 1979 as amended from time to time.



III Relocation Charges

For the Faculty member joining the Institute from institutes/organizations other than those mentioned in I above.

Provision regarding reimbursement of relocation charges to the faculty members joining from other organizations from India will remain the same as decided by the Board of Governors in its first meeting held on 28th October 2016. However, for the faculty members joining from the abroad the ceiling of relocation charges may be enhanced to Rs. 1.5 lakhs on the line of IIT, Kharagpur.

1.3 Banking Facility in Campus

A branch of State Bank of India is available in the Institute campus to avail banking facilities. Branches of other Banks are also situated in vicinity of the campus. Employees may open a salary account in the Bank. Monthly salary and other payments from the Institute are credited in the Bank account.

06 nos. of ATM are there inside the Campus at different locations.

For postal/banking purposes, one post office is also available inside the campus.

1.4 Temporary Accommodation

Accommodation for newly recruited Faculty are being provided at Senior Academic Hostel (SAH) on concessional payment basis for a period of five days on the recommendations of the concerned HOD and approval of Dy. Director. Officer-In charge of Sr. Academic Hostel may be approached for accommodation.

1.5 Food on Campus

There is a canteen where breakfast, lunch, fruit juice, milk, refreshments, etc. are available on payment basis. In addition to this, faculty members can also avail facility of breakfast, lunch etc. in Sr. Academic Hostel (SAH) of IIT(ISM), Dhanbad on payment basis.

2. Whom to Approach for What

Following table will give you a brief idea/information for the work you want to perform:



1.	Leave & LTC	Head of the Department/ Dean (Faculty)/DR (Estt.)
2.	Accommodation in Sr. Academic Hostel	Head of the Department/ Associate Dean (Infra.-Campus Management)/ Horticulturist
3.	Housing	Estate Officer
4.	Finance and Accounts	Deputy Registrar (Finance & Accounts)
5.	Project Accounts	Assistant Registrar (Project Accounts)
6.	Purchase	Assistant Registrar (Purchase & Stores)
7.	Forms and Rules	https://www.iitism.ac.in/index.php/links/forms
8.	R&D, Consultancy and EDP Program	Dean (R&D)
9.	Academic & Examination	Joint Registrar (Exam & Academic)

After joining the Institute you may approach the following offices as per your requirements for getting more information:

2.1 Director

This office deals with all the types of administrative works and policy decision matters.

2.2 Deputy Director

This office deals with all types of deputation leave of faculty members of the Institute, purchase of equipment and also performs the administrative works as assigned by the Director.

2.3 Dean (Faculty)

This office looks into all the faculty related issues viz. faculty recruitment, faculty positions for NRI nationals, deputation abroad and within India, all types of leave for faculty, forwarding of applications to other Institutes/ Universities/ Organizations for various positions, re-employment of superannuated faculty members, confirmation of faculty and officers, etc.

2.4 Dean (Academic)

The Dean Academic is the Principal Officer under the Director who deals with all academic matters of doctoral, postgraduate and undergraduate students, from admission to the award of degrees. The Dean Academic is supported by two Associate Deans : (i) Associate Dean Academic – UG, who deals with matters concerning undergraduate students and (ii) Associate Dean Academic – PG, who deals with matters concerning doctoral and postgraduate students. The Examination Section of the Institute functions under the superintendence of the Dean Academic and the two Associate Deans.

2.5 Dean (Students' Welfare)

DSW is responsible for total administration of Hostel, over all supervision of the works of Associate Deans, Wardens and Chief Wardens, Students' counseling



centre etc., Sanctioning of expenditure coming under the purview of Student welfare and matters related to Student Discipline.

2.6 *Dean (Infrastructure)*

This office deals with all the types of infrastructural activity which is going on and to be made in near future of IIT (ISM), like renovation, maintenance, repairing of the buildings etc.

2.7 *Dean (Research & Development)*

This office deals with all types of consultancy and R&D related projects undertaken by the faculty members of IIT (ISM), Dhanbad and also recruits DST-Inspire faculty.

2.8 *Dean (International Relations & Alumni Affairs)*

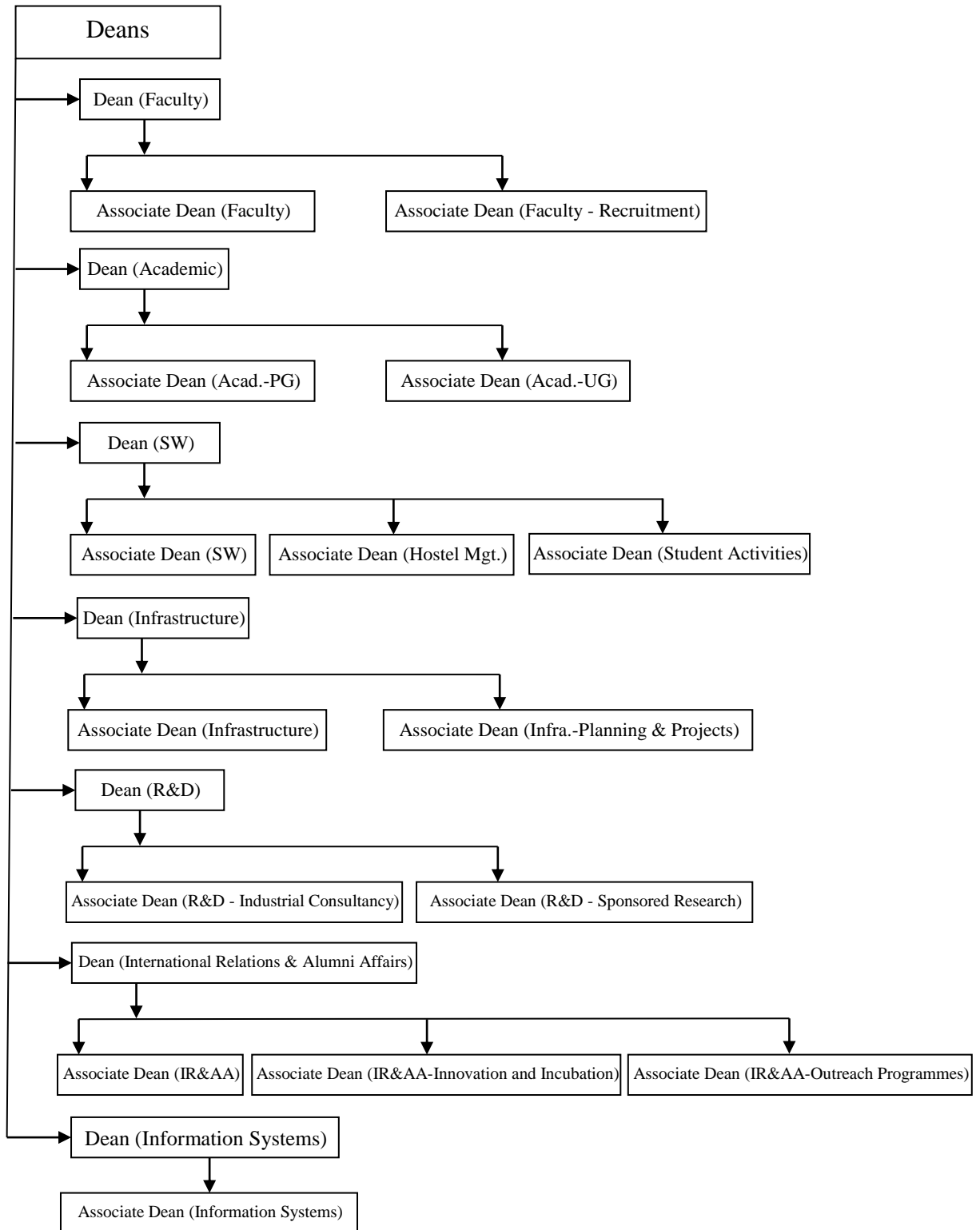
The Office along with the Students' Alumni Cell and ISM Alumni Association (ISMAA) organizes the Annual Alumni Meet, Basant Samman, Distinguished Alumni Awards (during Convocation) and other alumni related events. The office is launching programmes such as Serve Your Alma Matter/ Student Mentorship Programmes for the overall institutional development, alumni connect and improved global ranking of the Institute. The IRAA Office strives to excel in International Relations & Alumni Affairs by creating an effective platform for the alumni, faculty and students of the Institute.

2.9 *Dean (Information Systems)*

This office looks after the issues of MIS, automation, software related problems etc.



At present, total 07 Deans are functioning in the Institute. All the Deans have been assisted by Associate Deans and the names of Deans with their Associate Deans are listed below:



*Note: Associate Dean (Monitoring and Review) report to the Director of the Institute.



3. Employment

3.1 Probation period

As per Clause 15(2) of the provisions of the Statutes of IIT(ISM), Dhanbad, all appointments to such posts under the Institute shall ordinarily be made on probation for a period of one year, after which the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Act and the Statutes, till the end of the month in which he attains the age of superannuation as decided by the Council and/or the Central Government from time to time.

3.2 Promotion System

Promotion scheme at IIT (ISM), Dhanbad is based on the MHRD guidelines.

4. Pay Scales

As per 7th CPC recommendations, there are generally six main components of the Pay and allowances.

Pay Level for faculty positions	
(a) Asstt. Professor (Contract)	Pay Level 10
(b) Asstt. Professor (Contract)	Pay Level 11
(c) Asstt. Professor (Regular)	Pay Level 12
(d) Associate Professor	Pay Level 13A2
(e) Professor	Pay Level 14A
(f) HAG Scale for Professors: Pay Level	Pay Level: 15

5. Expected from the faculty member of IIT (ISM) Dhanbad

There are some qualities expected from the faculties of IIT (ISM), Dhanbad

5.1 Expectation as a Teacher

The fundamental objective of teacher at IIT (ISM), Dhanbad is to educate young men and women from India and abroad for the development of their professional careers in various fields of Science, Engineering and Management. Teacher should teach excellently, grade impartially and fully cover the course contents. They are required to innovate new methodologies to teach besides conventional



blackboard teaching. Teacher should also encourage interaction with the students in a friendly atmosphere within and outside the task.

5.2 Research and developments

The Institute has an established Research and Development section to take care of its sponsored projects and consultancy matters. Dean (R&D) along with two Associate Deans (Sponsored Research & Industrial Consultancy) extending all types of supports to the faculty members of the Institutes in carrying out their research and consultancy works. The institute has Central Research Facility which provides experimental facility for doing research.

The faculty is expected to contribute in their specialized areas of research and publish in reputed journals indexed in SCI/SCIE/SSCI/AHCI.

Faculty is also encouraged to bring projects from various external funding agencies with new ideas. The faculty at IIT (ISM), Dhanbad is advised to render their services for bringing high value projects of national/international agencies also. The faculty is encouraged to patent their works.

Institute has a new emerging Centre for Innovation, Incubation and Entrepreneurship (CIIE) which encourages faculty & students to develop innovative ideas and create their own startup.

5.3 Create an amicable environment

Faculties at IIT (ISM), Dhanbad are expected to develop amicable environment among faculty colleagues as well as staff and students.

6. Role of the Senate

The Senate is the highest academic body of the Institute, which approves courses of study, frames rules of academic programmes, evaluations/ grading of performance by students and recommends award of degrees to the Board of Governors. It also approves courses, branch-change for JEE (Advanced) students, changes in the programs (including termination) of individual student. All new academic programmes are first proposed by the departments/other academic units, discussed and recommended by the respective Senate Undergraduate Committee/ Postgraduate Committee (SUGC/SPGC) of the Senate. The academic performances are evaluated by the individual instructor or Departmental Undergraduate Committee/ Departmental Postgraduate Committees, thereafter scrutinized by the Senate Undergraduate Committee/ Post Graduate Committee (SUGC/SPGC). All Professors/ Head of Departments of the Institute are ex-officio members of the Senate. The Senate also has some other rotating members from the non-professorial faculty nominated by the Chairman Senate and a few members from outside the Institute. The Registrar of the Institute is the Ex-officio Secretary of the Senate.



7. Academic Session

The Academic Session is divided into three Semesters of approximately 20 weeks duration for Monsoon Semester (normally July to December) and 20-22 weeks for Winter Semester (normally January to May) and 10 weeks for Summer Semester (normally May to July). Besides, each academic session for some of the Programmes, wherever applicable, will include about 4 to 6 weeks of Industrial Training in the Summer period. The academic activities for a session as approved by the Senate (Academic Council), including dates of registration, end-semester examination, training period, project submission, grand viva-voce, last date for submission of marks, date of publication of results etc. will be laid down in the Academic Calendar for the session.

End-Semester Examination is the final examination at the end of each semester. The students failing in Monsoon Semester and Winter Semester Examination may be permitted to appear in the Summer Semester in the same Academic Session subject to a maximum limit of 2 full courses by the respective department. The modular courses run exactly half a semester and have only one examination at the end with at least one quiz in addition to the examination. There is no mid semester examination for modular courses. Modular courses are either offered before or after mid semester examination.

7.1 *Mid-Semester Examination*

Mid-semester examination shall be conducted for all theory papers, which have end semester examination. There will be no mid-semester examination for sessional subjects or Practical subjects. Mid-semester examination in each subject will be of 30 marks. Quizzes and assignments will be of 10 marks. This will constitute the sessional of 40 marks in a subject. Mid-semester examination is conducted in a semester as per the Academic Calendar. There will not be any mid semester examination for modular/sessional course.

7.2 *Summer Semester*

The key features of the Summer Semester are given below:

- Only theory papers are offered during the Summer Semester.
- The duration of the Summer Semester is about 9 weeks, in which the teaching load per week for each offered course is double of the normal semester load. However, the credit remains the same as in the regular semester.
- Offering course in the summer semester is at the discretion of faculty concerned, subject to availability of instructors to offer the course.



7.3 *Medium of Instruction*

The medium of instruction and evaluation at Indian Institute of Technology (Indian School of Mines) Dhanbad (INDIA) is ENGLISH.

8. Grading System and Supplementary Exams

In order to clear a semester, a student must secure at least a G.P.A. of 5.00 on a 10-point scale and pass in all the courses for which he/she has registered in the semester. To pass a subject a student must:

- a) Pass in the subject in the end-semester examination (by securing at least 35 marks out of 100 marks or 21 marks out of 60 marks as the case may be); and
- b) Secure (combining the sessional and end-semester marks giving 40% weightage to sessional marks and 60% weightage to the end-semester/special examination marks) at least 35 marks out of 100 marks.

To pass a sessional subject or a practical subject a student will have to obtain at least 35 marks out of 100 marks.

The IIT (ISM) follows relative grading system for the students admitted from 2013-14 session. For other students, grades are based on range of marks as given below:

Grade	Performance level	Grade point
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Above Average	6
C	Average	5
D	Pass	4
F	Fail	0

For relative grading system the equivalence of GPA/OGPA to percentage, the $(OGPA-0.5) \times 10$ will be equal to percentage of marks scored.



8.1 *Relative Grading System (Effective from 2013-14)*

The salient features of relative grading system are as follows:

- The score of the topper in a class (T) would be subtracted by 35 (i.e. minimum mark to pass) to find the range of marks (R). The range R would be divided by the number of grade admissible for the range to find the range of each grade (Q). If Q is a fractional number, the next higher integer will be considered, else the integral part is considered. If T be the top score, the range for the highest grade is limited by T to (T-Q+1) (inclusively). The range for the immediately lower grade is determined similarly by progressively subtracting Q from the next lower number, i.e. (T-Q) to (T-2Q+1). The ranges for the progressively lower grades are determined in a similar way.
- There will be no A+ grade when the top score is less than or equal to 80. The grade **A+** will be awarded if and only if the top score is more than or equal to **81**.
- There will be no A grade when the top score is less than or equal to 70. The grade **A** will be awarded if and only if the top score is more than or equal to **71**.
- There will be no B+ grade when the top score is less than or equal to 60. The grade **B+** will be awarded if and only if the top score is more than or equal to **61**.
- There will be no B grade when the top score is less than or equal to 50. The grade **B** will be awarded if and only if the top score is more than or equal to **51**.
- The equivalent percentage of marks will be calculated as: (Grade credit point - 0.5)*10 and the minimum required equivalent percentage for the first class is 65% which is equivalent to OGPA of 7.
- Separately a look-up table is available for relative grading.

8.2. *Choice Based Credit System for students with backlogs*

The institute has implemented Choice Based Credit System (CBCS) from the academic year 2018-19. Primarily this facility is provided for the students having backlog subjects. The brief features of CBCS are as follows:

- a) This has abolished the year back system.
- b) To graduate, the student has to pass all the courses prescribed by the respective departments with the minimum CGPA.
- c) The failed courses and the current semester courses which the student is unable to register in will be considered as backlog.
- d) Backlogs can be cleared in regular (winter/monsoon) and summer semesters as and when offered.



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- e) The total number of courses for a semester will remain the same as approved by the departments even if the student is having backlogs of previous semesters. However, sessional/ practical/ one theory backlogs can be taken as overload if there is no time table clash.
 - f) In a semester, the student will first register for backlog subjects being offered, starting with the earliest backlogs. Any remaining slot only will be filled by the current semester courses.
 - g) It is the responsibility of the student to ensure that there is not a single hour of time-table clash between all the registered subjects. In case of clashes, the student will have two options:
 - (i) To drop a subject of current semester to clear the backlog first.
 - (ii) To carry the backlog further in the coming regular (winter/monsoon) semesters as and when offered by the department/faculty.
 - h) If a student registers for courses with time-table clashes, only one of the courses will be permitted. The remaining courses (*of the backlog semester only*) with time table clashes will be dropped by the HOD of the respective departments, which will be subsequently reported to Dean (Academic).
 - i) Backlogs can also be cleared in Summer Semester, if the course is being offered by the department.
 - j) The Attendance is MANDATORY, according to Institute rules.

9. Guidelines for PG Exams

9.1 M.Tech Students

Every M.Tech student before the end of second semester is required to apply for allotment of suitable topic for carrying out dissertation work during the third and fourth semester. The Coordinators shall, in consultation with the Head concerned, finalise the topic for dissertation work along with the name(s) of the supervisor(s). The minimum attendance is mandatory for submission of dissertation in each semester.

Every student at the end of the third semester, shall deliver a seminar and appear at the viva-voce examination to be held by a committee of examiners on the specified date. The performance of the student in the seminar is evaluated and the viva-voce is conducted by a committee of examiners comprising the Head of Department, one member of faculty from sister department, internal examiner and Coordinator of the M Tech Programme.

At the end of the fourth semester each registered and eligible student shall be required to submit his/her dissertation work and deliver a seminar and appear at the viva-voce examination to be held by a committee of examiners on the



specified dates. The performance of the student in the seminar shall be evaluated and the viva-voce shall be conducted by Departmental Scrutiny Committee (DSC) in presence of external examiner. The examiner is appointed by the Chairman Senate on the recommendation of the Coordinator concerned. The internal examiner shall ordinarily be the teacher under whose supervision the student carried out his/ her project work.

9.2 Ph.D. Students

The admission procedure for pursuing the Ph.D programme consists of:

- (i) Shortlisting through GATE/NET/Appropriate National Level Examination and/or written examination conducted by the department, and
- (ii) Interview.

The Ph.D. Registration have three components, namely, Course Work, Comprehensive Examination and Research Proposal Seminar. During the first two semesters, students are preferably required to register only for the course work. After completion of course work, the Students registered in the Ph.D. programme must clear a Comprehensive examination (written and oral). The comprehensive examination is designed to test the overall comprehension of the student in the programme registered for Ph.D. Every Ph.D. student admitted to the candidacy for the Ph.D. degree is required to deliver a research proposal seminar on the area of research before Doctoral Scrutiny Committee (DSC) within six months of clearing the comprehensive examination.

The permission for Pre-submission seminar will be given by the DSC based on a detailed written assessment of the thesis, provided that a minimum of one research paper has been accepted for publication/published in Journals as specified in the Ph.D Manual. The panel of examiner for thesis evaluation are provided by the supervisor(s) as per Institute norms. The Panel of Examiners for Final Thesis Defense Seminar comprise of the members of the Doctoral Scrutiny Committee of the student along with one External Examiner who will evaluate the thesis. The defense Seminar shall be open to all in the Institute.

10. Children Education Allowance Scheme (CEAS)

The Children Education Allowance (CEA) is reimbursed to the employees as per Govt. of India Rules.



11. Book Grant

Cumulative Professional Development Allowance (CPDA) of Rs. 3.00 lakh for a block of three years is available to the faculty for attending National/International Conferences, membership of professional bodies, purchase of Books and other consumable related to their professional development.

12. Research Grant to Newly joined Faculty Members

In order to assist research of a newly joined Faculty member to get their research under way quickly and efficiently, the Institute and the department extend certain facilities. Office of the Dean (R & D) may offer a seed grant up to Rs. 10 lakh in the project mode. Higher seed grant amounts may be considered for equipment intensive research. The newly joined faculty should apply for such grant within the first one year of service in the Institute. Interested faculty members may submit their proposal as per prescribed format available in the webpage of Dean (R&D). Hiring of project staff is not permitted under the scheme and only the items which are specified in the project proposals submitted by them can be procured. There should not be any deviation in any respect. Any deviation would need prior approval of Dean (R&D) and Director. The PI of the project should avail the same financial power as approved by competent authority of IIT(ISM) to Principal Investigators (PIs) of external projects of different sponsoring agencies.

In return, the Institute has certain expectations from the new faculty members. These are:

- a) At least one grant proposal submitted within the first 6-8 months after joining, and independent research funding secured within about a year.
- b) Confirmed research productivity in terms of laboratory development and publications as well as guiding of PhD and Masters' students.

13. Applying for Projects

IIT(ISM) Dhanbad encourages all the newly joined Faculty members to apply for externally funded projects in their respective fields. There are a number of external funding agencies where project proposals may be submitted. These include: DST, CSIR, DBT, MoES, DRDO, ISRO, DRDL, PAN-IIT, Coal India Ltd. ONGC, Oil India Ltd., Ministry of Mining, etc. Faculty members are also encouraged to interact with core industries to find the real time problems in their respective fields and subsequent submission of proposals.



Types of Projects:

There are three different types of projects as recognized by the Institute:

- a) **Grant-in-aid projects:** These types of projects usually received from different funding agencies as mentioned above. The Faculty members have to submit project proposal in their respective area of interest.
- b) **Sponsored projects:** These types of projects may be granted from different industries. These types of projects are generally aimed to specific interest or requirements of the sponsoring agencies.
- c) **Consultancy projects:** Consultancy projects are usually received from industries. The consultancy projects, unlike other projects, may allow payments to the investigators as consultant fees. The work on consultancy job shall be undertaken only after prior approval of the competent authority and on subsequent notification from the Office of the Dean (R&D). The detailed guidelines are available in the Institute's website.

While submitting the grant-in-aid and sponsored project proposal, investigators are suggested to keep 20% of recurring charges as Institute's overhead charge. The individual faculty member or faculty members as a group may submit the proposals. Submissions of multidisciplinary project proposals are encouraged by the Institute. The proposals must be submitted through HoD and to be forwarded for the approval of Dean (R&D).

14. Income tax Savings

Deduction in respect of Income Tax (TDS) is made every month from the salary of employees whose income comes under the income tax slab and who are liable to pay tax. Every year in the month of October a self assessment form is required to be submitted by the employees. In this form the employees are required to furnish details related to home loan, savings u/s 80c and other savings/ deductions, if any. Any other income may also be reported in that self assessment form. The self assessment form can be downloaded from the individual MIS Account. Form-16 is provided by the Institute for filing of IT return.

15. Housing

Quarter detail is attached herewith as **Annexure-I**.



16. Purchase Process

All are requested to mention our file no. / NIT no. / Purchase Order no. in their e-mail.

For any payment issue, letters must be sent in hard copy with required documents in original as per purchase order (PO). On the cover, PO no. must be mentioned.

For submission of clarifications, letters along with desired attachments must be sent in hard copy. On the cover, NIT no. must be mentioned.

GSTIN of IIT (ISM), Dhanbad: 20AAAAI0686D1ZA

Payment Claim / Refund of EMD or PBG form:

https://www.iitism.ac.in/uploads/news_events/admin/vendor_payment_claim_form_IITISM.pdf

Bank Guarantee

formats: <http://www.iitism.ac.in/assets/tender/bankguaranteeformats.pdf>

Detail of purchase rules and other related information given in **Annexure II**.

17. Medical Facilities

During the period of service, all faculty and staff members and their dependents are provided medical facilities at the Health Centre of IIT(ISM), Dhanbad, and whenever required, at various hospitals in the city which are empanelled by the Institute. Medical facility for employee and dependent family members are also available after retirement on a contributory basis.

17.1 IIT (ISM), Dhanbad Health Centre

The Institute has a reasonably well-equipped centre for health care with out-patient facilities. There are few observation beds and isolation ward. In addition to full time doctors, there are several visiting specialists who attend the hospital on specified days and are available for consultation. The hospital also has the facilities for dental care as well as for homoeopathic medicine. Basic diagnostic facilities are provided at the Institute health centre. These include pathology, physiotherapy, X-Ray, ECG etc. The hospital administration is headed by a Chief Medical Officer (Senior Academic Grade). A Committee known as the “Health Centre Committee” headed by a Chairman, Health Centre Committee of the Institute acts as a general policy watchdog for the hospital and related issues. This Committee reviews hospital policies from time to time and recommends measures that need to be taken to improve health centre services. All major reimbursement claims are also recommended for approval by this committee.



17.2 Your medical file

The hospital maintains a family file for every employee in MIS, which is available in the health centre office. The medical books for all employees and their dependents are issued for consultation with the Doctors of health centre. The medical book is to be produced before the doctor to whom the patient wishes to consult.

17.3 Healthcare

There is no formal process of prior appointment for consultation with regular medical officers. However, one has to seek prior appointment for visiting specialists. The appointment with specialists is to be sought only when recommended by a regular medical officer. For scheduling an appointment, you have to contact the reception.

Any medicine prescribed by the doctor on duty can be obtained from the dispensary of the Health Centre of IIT(ISM), Dhanbad. The Institute also makes available the medicine not readily available in the dispensary. In the referral cases where cashless facility is not available, the cost of treatment is reimbursed as per CGHS rates.

For hospitalization cases, the CMO (SAG), may refer the patient to one of the hospitals in the city which are empanelled by IIT (ISM), Dhanbad. The entitlement in the hospitals (i.e. the type of room or bed that can be availed) depends on the employee's basic pay.

While basic pathology is available in the Hospital, the Institute Hospital has an arrangement with various specialized pathology laboratories for some advanced tests. Hospital Doctor's recommendation is required for use of this facility.

The Institute recognized various radiological centres for radiological investigations viz. MRI, CT Scan, Digital X-rays etc. Hospital Doctor's recommendation is required for use of these facilities.

The Institute Hospital provides all essential vaccinations for children. It is advisable to retain records of such vaccinations as such data may be required in future.

The hospital has an ambulance service which works 24x7.



17.4 Medical advance, reimbursement, etc

When an employee or a dependent is admitted to an outside hospital, where cashless facility is not available, a medical advance may be sanctioned on submitting an estimate from the Hospital. For reimbursement of medical claim, separate forms for OPD (inclusive of cost of medicine purchased from outside) and indoor treatment, available in the Health Centre Office, should be filled up and submitted along with original cash memos. Please note that except in case of emergency, no reimbursement is permissible unless the reference was made by the Health Centre of IIT(ISM), Dhanbad, to the outside hospital.

17.5 Medical Facilities after Retirement

The Institute also has a scheme for medical facility after retirement for which requisite contribution is to be deposited.

17.6 Leave Travel Concession (LTC)

Leave Travel Concession in accordance with LTC Rules, 1980 is admissible to the employees of IIT (ISM), Dhanbad after completion of one year service. For fresh appointees, LTC is available every year for the first eight years of service. Fourth and eighth LTCs are for anywhere in India and the remaining six LTCs for the Home Town. Thereafter, any two LTCs (one for Home Town and one for anywhere in India) are admissible in a four years Block. The present Block year is 2018-21.

Encashment of Earned Leave with LTC: At the time of availing LTC, an employee is permitted to encash upto 10 days of earned leave, subject to the condition that such encashment will not exceed sixty days during the entire career of an employee and after such encashment at least 30 days of Earned Leave should remain in his/her leave Account.

LTC advance: Upto 90% of the estimated cost of journey under LTC can be taken as an advance, which is required to be utilised within 10 days from the date of travel.

When LTC advance is drawn and the tickets are purchased for an amount lower than the advance drawn, the excess amount should be refunded to the Institute immediately. If this is not done, penal interest on the excess amount is charged.

The employee must take leave (EL, CL, HPL etc.) for availing LTC for self. You cannot avail LTC using only closed holidays. Xerox copy of your approved leave application along with the final LTC claim is required to be submitted.



*At present for all official purposes, air travel is permitted by Air India only and tickets for journey to be purchased directly from Air India website or through IRCTC, Balmer Lawrie and Ashoka Travels only.

**As an austerity measure, business class travel is presently suspended for LTC. Faculty members are advised to travel only by economy class irrespective of eligibility where the cost of travel is to be borne by the Institute.

17.7 Leave and Vacation

During the period of service, an employee is eligible for various kinds of leave. Technically, no leave is a matter of right and has to be sanctioned by the competent authority, which in the case of faculty members, is the Dean (Faculty) of the Institute. Departments may sometimes have reasons for not recommending sanction of leave in case your services are required for any purpose. The following are general guidelines and are not exhaustive. For complete information, faculty members should refer to the Institute's statutes or consult the Establishment Section of the Institute.

17.8 Casual Leave

As the name suggests, this form of leave is to meet casual requirements of an individual.

At present the number of days for which casual leave can be taken is eight per calendar year. Not more than 5 days of casual leave can be availed at a time. Saturdays/ Sundays and holidays can be combined with casual leave. For those who join in the middle of a calendar year, proportionate amount of casual leave is allowed. Casual leave can even be taken for half a day, i.e., morning session or afternoon session.

Casual leave cannot be appended to any other form of leave other than vacation.

Unutilized casual leave is lapsed after 31st December every year and is not carried forward.

17.9 Special Casual Leave (Deputation Leave)

Special casual leave for a period not exceeding 15 days in a year may be granted to a faculty member for legitimate academic/administrative absence, for instance, for attending conferences, undertaking examinership in an university, etc. (Special casual leave of varying duration is also available for undergoing operations required for family planning purposes. Administration section should be consulted for details.)



17.10 Project Leave

A faculty member may also be granted project leave for an additional period not exceeding fifteen (15) days in a calendar year for execution of consultancy work or a sponsored research project.

17.11 Vacation

Vacation is available to the faculty members of the Institute. During the first year of service (including the period of probation) a faculty member shall not be entitled to vacation. However, such faculty member shall accrue earned leave on pro-rata basis.

A faculty member is entitled for 60 days of vacation during the year. The year for the purpose of vacation is the academic year, i.e. from 1 July to 30 June of the following year.

The conventional vacation period comprises the months of May, June and December. However, the Institute announces the exact dates every year depending on its academic schedule.

There is separate application form for availing vacation. Faculty member has to provide his/her vacation plans by filling up certain details in a common form made available in the Departments/MIS.

If a faculty member does not avail the full 60 days vacation in any academic year, 50% of unavailed vacation is converted to Earned Leave and is credited to the earned leave account of the faculty member on 1st July of the next academic year. Thus, if a faculty member avails of a total of x days of vacation during the vacation period, $(60-x)/2$ days of earned leave is credited to his/her earned leave account.

17.12 Earned Leave

Earned leave can be availed any time during the year with prior sanction. Unlike non-academic staff, the only way in which a faculty accumulates earned leave is by virtue of not having availed the entitled vacation in a given academic year. Half of the unutilized vacation is credited as earned leave on July 1st every year.

Earned leave can be accumulated up to a maximum of 300 days. The unutilized amount of earned leave can be encashed only at the time of superannuation from service. However, a limited number of days of earned leave can be cashed at the time of availing LTC. Such encashment will not exceed 10 days in each instance with a cumulative maximum of 60 days during the entire span of service.



Overflowing of Earned Leave: Half of unutilized vacation is credited as earned leave on July 1st, even when a faculty has already accumulated 300 days of earned leave in his account, subject to maximum of 30 days in a year using following formula:

$$EL = \frac{60 - \text{vacation availed}}{2}$$

Earned leave can be combined with all types of leave other than casual leave. Holidays can be prefixed and/or suffixed with EL. Maximum 300+15 days of EL can be accumulated.

17.13 Half-Pay Leave and Commuted Leave

An employee is entitled to 20 days of half-pay leave for every completed year of service. As the name suggests, the employee will be paid half the salary during such leave period.

Half-pay leave is credited in advance on January 1st and July 1st every year by calculating the expected period of service of an employee during the following six months. (The credit given is 5/3 days for every month expected to be completed.)

Half pay leave can be availed for personal reasons or for medical purposes.

An employee can avail half-pay leave even when he/she has earned leave to his/her credit.

When a half-pay leave is sought to be availed for employee's medical requirement, an employee may opt to avail Commuted Leave by surrendering two days of half pay leave for every day of leave required. In such a case, the employee draws full salary.

Leave can be commuted for non-medical purposes (i) by women employees, for a maximum of 60 days, if taken in continuity of a maternity leave or when she adopts a child less than one year old (ii) for pursuing a course of study for a total period not exceeding 90 days during entire service.

17.14 Maternity and Paternity Leave

Maternity leave with full pay for a maximum of 180 days at each instance can be availed by female employees with less than two surviving children. Leave of any kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) can be granted in continuation with maternity leave for a maximum period of two years.



Paternity leave of 15 days can be granted to a male employee with less than two surviving children during the confinement of his wife for childbirth. Such leave can be taken in the period up to 15 days before delivery and 6 months after the delivery.

17.15 Child Care Leave

A child care leave to facilitate women employees and single male parent to take care of their two eldest surviving children below the age of 18 years at the time of need (such as sickness, examination, etc.) for a period not exceeding two years (730 days) during the entire period of service may be granted. Such leave must be pre-approved by the authorities. It can be availed for not less than 15 days at a time, and not more than three occasions in a year. During the period of such leave, the employee is eligible to draw salary received by her immediately before proceeding on such leave.

17.16 Special Leave & Sabbatical Leave

During the entire period of service, a faculty member is permitted to avail long leaves for a total duration not exceeding three years for academic purposes. The two primary categories of such leave with full pay are Special Leave and Sabbatical Leave. Applications should be forwarded through the Head of the Department to the Dean (Faculty) who makes suitable recommendation to the Director (the approving authority). All such applications must be forwarded with recommendation from the Head of the Department. The Department must be satisfied that the academic programmes of the Department will not be adversely affected by granting of such leave and also make alternative arrangements for taking care of students who may be working under the concerned faculty member. Further, the faculty member is also required to make arrangements for ongoing projects, and such arrangement must be intimated to the Dean (R&D).

17.17 Extraordinary Leave

Leave without pay, which does not normally count towards increment or other service and retirement benefits may be granted to a faculty member at the Director's discretion when no other form of leave is available to the employee, or, when in spite of leave being available, the employee specifically desires for the same.

17.18 Leave not due

Leave not due, at half-pay salary may be granted to an employee who has no leave to his/her credit. Such leave will be adjusted against half-pay leave that may accrue at future date.



18. Retirement Benefits

18.1 *New Pension Scheme (for those who joined the service on or after 1.1.2004)*

The New Pension Scheme (NPS) is applicable for all employees who joined the institute on or after 1.1.2004. The funds are managed by the National Security Depository Ltd (NSDL). At present, loans and withdrawals from the fund are not permissible. What follows is the information on NPS for Central Government servants.

Under this scheme, an individual account will be opened in the name of every employee to which the employee will contribute 10% of his emoluments every month. This account number is known as the Permanent Retirement Account Number (PRAN). This, in turn, will provide you two personal accounts:

A mandatory Tier-I Pension Account: You will have to contribute a minimum of 10% of your basic pay plus D.A. to the Tier-I account every month. You will not be able to withdraw from this account till you retire from service. The Government (the Institute) will contribute to this account 10% of your basic plus D.A. subject to a ceiling to be decided by the Government.

A voluntary Tier- II Savings Account: A purely optional savings scheme without any tax benefit from which withdrawals and loans are permitted. No matching contribution from the employer/Govt. will be made. Tier-II is, however, not yet operational for Government sector.

18.2 *Retirement Benefits for persons in service on or before 31.12.2003*

- (A) Following retirement benefit are admissible for employees of IIT (ISM), who are governed by CCS (Pension) Rules, 1972:
- a) Pension/Family Pension
 - b) Gratuity
 - c) Leave Encashment
 - d) Family Pension
 - e) Commutation value of pension, if option exercised
 - f) General Provident Fund
- (B) Following retirement benefits are admissible to the employees of IIT (ISM), who opted for CPF scheme
- a) CPF accumulations
 - b) Gratuity
 - c) Leave encashment



19. Contact numbers (essential services)

Sl. No.	Essential Service	Name of Officer	Contact No.	Email
1.	Security	Shri Ram Manohar	9471193016 8521338959	sseo@iitism.ac.in
2.	Fire	Shri Ram Manohar	9471193016 8521338959	sseo@iitism.ac.in
3.	Electrical	Shri Arbind Kumar Singh, Asstt. Engineer	8789441094	ae_elec@iitism.ac.in
4.	Civil	Shri Pratik Kumar Asstt. Engineer	6295124757	ae_civil@iitism.ac.in
Medical Emergency				
5.	Chief Medical Officer (SAG)	Dr. Praveen Kumar	9835308328 9431711383	hc@iitism.ac.in praveenkumar@iitism.ac.in smo@iitism.ac.in
6.	Chief Medical Officer (NFSG)	Dr. T Banerjee	9431725205 9431124860	lmo@iitism.ac.in
7.	Ambulance		03262235988	
Other important contacts				
8.	Estate (Such as allotment of Qtrs., sanitation etc.)	Shri Rahul Kumar Asstt. Registrar	8987419512	eso@iitism.ac.in
9.	Establishment related matters (Such as leave/LTC/I Card/Medical/Permission for medical treatment)	Shri P R K Sinha Deputy Registrar	8527286058	dr_estt@iitism.ac.in
10.	Finance related matters (Such as opening of PRAN, Salary, reimbursement of bills etc.)	Shri Prabodh Pandey Deputy Registrar	9589373958	dr_fa@iitism.ac.in fin_acct@iitism.ac.in
11.	Purchase related matters	Shri Dhananjay Kumar Assistant Registrar	9824981272	ar_ps@iitism.ac.in ar_pns@iitism.ac.in
12.	Project related matters	Shri M S Champia Assistant Registrar	9431121255	ar_project@iitism.ac.in mschampia@iitism.ac.in



Annexure-I (Quarter detail)

The information regarding availability of quarters for faculty is given as under:

Sl. No.	Existing type of accommodation at IIT(ISM)	Location	Type of Quarter	Area (sq.m.)	Eligibility (minimum GP/AGP as per the 6 th CPC)	Eligibility (minimum Pay Level as the 7 th CPC)
1	Type VI/1-2 (Double Storied)	Opp. To RG Bungalow	Type VI	145.59	Rs. 10000/-	Level 14
2	Type V/UGC Colony (1-20)	UGC area	Type V	136.00	Rs. 8700/-	Level 13
3	Type V/ UGC Area (1-48)	UGC area	Type V	134.49	Do	Level 13
4	Bungalow No. 122	Near UGC Enclave	Type V	117.81	Do	Level 13
5	Bungalow No. (117-120) GR Side	GR Side	Type V	106.00	Rs. 7600/-	Level 12
6	Type V/E/1-12	Teacher's colony	V	98.78	Do	Level 12
7	Type V/E/13-20	Teacher's colony	V	92.65	Do	Level 12
8	Type IV/(150) GR Side	GR Side	Type IV Spl. 'D'	82.47	Rs. 6000/-	Level 10
9	Type IV/C-Old/1-8	Old C Type Qtrs.	Type IV	72.00	Rs. 5400 (for faculty & officers)	Level 10
10	Type IV/Old D/1-40	Teacher's colony	Type IV	67.23	Do	Level 10
11	Type IV/New D/9-20 (Jal Mahal)	Teacher's colony	Type IV	65.00	Do	Level 10
12	Type IV-C/9 – 20 (Hawa Mahal)	Teacher's Colony	Type IV	67.23	Do	Level 10
13	Bungalow No. 121 (E), 121 (W)	Near UGC Enclave	Type IV Shared	105.00	Rs. 5400/-	Level 10

The above mentioned quarters, are allotted to faculties subjected to availability of vacant Qtrs. and seniority, which are advertised regularly.

Besides of that 20 numbers of one bedroom, drawing room and kitchen flats/Qtrs. are available at Shanti Bhawan and are used as a transit accommodation for faculties and allotment of those Qtrs. are made directly by the Chairman of the House Allotment Committee.



Annexure-II (Purchase Manual)

PART I: PURCHASE PROCEDURE

1. About the Manual

The policy of the Indian Institute of Technology (Indian School of Mines), Dhanbad is to make procurement of stores in such a way that efficiency, economy and transparency in the processes of procurement can be envisaged and the human resource involved in the process can effectively exercise their financial powers for making procurements in all stakeholders' interest.

This procurement manual elaborates the principles of segregation of responsibilities between requisitioning and procurement departments by specifying several of such separate and distinct functions within the overall procurement system. The procurement manual underlines the best practices available to help the institute to procure goods and services that meet the specifications at the best value for money and within the required time frame. This manual should be used as the definitive guide for procurement rules and should be followed in letter and spirit.

All rules as mentioned in General Financial Rules 2017 (GFR 2017) along with amendments / modifications in GFR notified by Ministry of Finance (Govt. of India) from time to time will be applicable for procurement of goods and services at IIT (ISM) involving grant in-aid of Government.

Nominated Purchase officer [DR (P&S)/AR (P&S)] may propose an addition / alteration / modification of rule time to time to meet the compliance requirements as per the approval of Director.

Director of the Institute may relax any rule for a particular purchase file in case to case basis provided that it is duly recommended by the concerned Departmental Purchase Advisory Committee (DPAC)/Institute Purchase Committee (IPC) with detailed justification. However any such relaxation cannot be ground for relaxation in other purchase files / other cases.



These rules are not applicable in case of Works / Building construction / purchases of Books, Periodical and Journal for the Institute Library/ special collaborative projects/World bank assisted projects.

1.1 Intent of the Manual

The intent/objective of the manual can be summarised as follows:

- (i) To attain best value for money taking into account principles of efficiency, economy and transparency to satisfy the long term goals of IIT (ISM), Dhanbad.
- (ii) Transparent and fair procurement process facilitating optimum competition possible in procurement of goods and services.
- (iii) Providing sufficient notice & opportunity to bidders and hence provide equal opportunity to market players to do business with the institute.
- (iv) Ensuring proper diligence and accountability in all procurement decisions.
- (v) Achieving a uniform, systematic, efficient and cost-effective procurement process. The process should also be in accordance with the applicable rules & regulations of the Government.
- (vi) Procuring all stores funded by government agencies as per the General Financial Rules (GFR), Government of India, prevailing from time to time.

2. Abbreviations and Definitions

2.1 Abbreviations

AR - Assistant Registrar

AS - Accounts Section

EB - Executive Board

CA - Competent Authority

CC - Computer Committee

CI - Consultant In-charge

CS - Consumable Stores



CFA – Competent Financial Authority
CPPP - Central Public Procurement Portal
DPAC - Departmental Purchase Advisory Committee
DOFP – Delegation of Financial Powers
DORD – Dean (R&D)
DR - Deputy Registrar
FC – Financial Concurrence
JEE – Joint Entrance Examination
GeM – Government e-Marketplace
GFR – General Financial Rules
HOD – Head of the Department
IA – Internal Audit
IPC – Institute Purchase Committee
IR – Inspection Report
LPC – Local Purchase Committee
NCS – Non-Consumable Stores
P&S - Purchase & Stores
PC – Project Coordinator
PCE - Professor of Continuing Education
PI- Principal Investigator
PPF – Purchase Proposal Form (Indent Form)
PSO – Purchase & Stores Officer (DR/AR)
R&D – Research and Development Office
RC – Rate Contract

2.2 Definitions

Approved format: At different places in this document reference is made to approve formats. All such formats shall be approved by the Director from time to time. The approved formats, as at present, are enclosed in Appendices I - X.



Consultant In-charge: An employee or any person authorized by the competent authority of the institute whose name is recorded as a Consultant In-charge in the records pertaining to the consultancy project in the office of Dean (R&D).

Competent Authority: The financial limits up to which the concerned person has the authority to approve purchases within the allocated budget of the department/ project/ financial area as specified in Section 4.0 'Financial Sanctioning Powers'.

Department: Department shall imply Department/Inter-Disciplinary Program/Centre/Central Facility/Section or any entity in the Institute which has a separately allocated budget.

Indenter/ Purchaser: The individual who initiates and signs the purchase proposal (Indent) form shall be referred to as an indenter.

Project: Project shall mean and include any sponsored research, consultancy project or any other activity which has a valid project number, given by the R&D office of the Institute.

Principal Investigator/ Project Coordinator: An employee or any person authorized by the competent authority of the institute whose name is recorded as a Principal Investigator/ Project Coordinator in the records pertaining to the project in the R&D office.

Rate Contract: A Rate Contract (RC) is an agreement between the purchaser and the supplier(s) for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

Seller: A seller refers to the company/vendor/dealer/agent/ individual party from whom the institute may potentially buy goods or services.

Temporary Contingent Advance: It is an advance which can be taken to meet contingent expenses on NCS/LTAS/CS/Miscellaneous items. This should normally be taken from the appropriate budget head.



3. Classification of Stores

Types	Non-Consumable Stores (NCS)	Consumable Stores (CS)
	<p>a) stores which are intended to be used over prolonged periods before becoming unusable/unserviceable/beyond economic repair or obsolete,</p> <p>b) stores having a significant disposal value,</p> <p>c) stores which are sub-systems or parts of an equipment, which can be potentially repaired and reused, and</p> <p>d) stores which are either fabricated or assembled equipment, or which if bought as a single item would have been classified as Non-Consumable Stores.</p> <p>e) stores which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value, and/or</p> <p>f) Stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.</p>	<p>a) stores which exhaust with lapse of time,</p> <p>b) stores which are rendered unusable due to normal wear and tear,</p> <p>c) stores which do not have significant disposal value, and</p> <p>d) Spares of equipment which do not fall either in the NCS category.</p>
Stock Entry	Asset Register of the institute and the NCS Stock Register of the appropriate department	CS Stock Register of the appropriate department. For projects, the CS shall be entered in the CS Stock Register for the project

**4. Purchase of Goods**

S.No.	Goods Value	Disposing End	Process
1	Upto Rs. 25000 (GFR: 154)	Individual	Purchase from relevant source without indent and quotations with valid GSTIN invoice. Invoice to be sent after stock entry and certification to Account Section for payment / reimbursement
2	Rs. 25K-2.5 Lakhs by market survey through LPC (GFR: 155)	Department/ Section	The LPC as approved by Head of the Department/section shall be responsible to carry out purchase. The LPC will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. The LPC will certify the quality and price reasonability.
3	Rs. 25K-2.5 Lakhs through bidding		The DPAC as approved by Dy. Director responsible to carry out purchase by inviting quotations from at least three bidders through email/hard copy and issue the PO to L1 responsive bidder subject to availability of fund and sanction of CFA.
4	Rs. 2.5Lakhs-25 Lakhs through bidding	Purchase Section	The DPAC as approved by Dy. Director will recommend the indent for approval by CFA. After the approval of Indent, P&S section will invite quotations (in two bid system as applicable and prepare the checklist and Comparative Statement to be sent to DPAC for further recommendation to issue the PO to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA.



S.No.	Goods Value	Disposing End	Process
5	Rs. 25.00 Lakhs and Above I. Advertised Tender Enquiry II. Limited Tender Enquiry III. Single Tender Enquiry (GFR 158 and 160)		The DPAC as approved by Director will recommend the indent for approval by CFA. After the approval of Indent, P&S section will invite quotations (two bid system except single tender enquiry) as applicable and prepare the checklist and Comparative Statement to be sent to IPC for further recommendation to issue the PO to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA.
6	Purchase of Goods from GeM	Individual/ Department/ Section/ Purchase Section	As per section 4.3 of purchase manual following Institute directives/GFR
7	Purchase of Goods under Rate Contract	Department/ Section/ Purchase Section	As per section 4.4 of purchase manual following Institute directives

4.1 Purchase of goods without quotations (GFR 154)

4.1.1 Purchase of goods up to a value of Rs.25,000/- (Rs. Twenty Five Thousand only) on each occasion may be made without raising indent and inviting quotations/bid subject to approval of competent authority (PI/PC/CI/ Head of the Department/Centre/Section/ Unit) on the basis of a certificate recorded by him/her. The format of the certificate is as follows.

I, (name), am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Signature of Indenter

Counter signed by HOD/PI/PC/CI



The procured items shall be entered in the appropriate Stock Register/ Assets Register maintained by the concerned Department and the invoice may be sent to the Accounts Section for payment to the supplier/reimbursement to the indenter.

4.2 Purchase of goods by Local Purchase Committee (GFR 155)

4.2.1 Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee (LPC) consisting of three members of an appropriate level as decided by the Head of the Department/Section. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier.

4.2.2 Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”

The Indent for purchase of goods by LPC must be approved by the competent authority.

4.3 Purchase of Goods / services through Government e-Marketplace (GeM) (GFR149)

For procurement of common use goods and services, Government e-Marketplace (GeM) should be preferred. The GeM portal may be utilized by institute for direct on-line purchases as under:

- i. Up to Rs.50,000 / through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.



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- ii. Above Rs.50,000 and up to Rs.30,00,000 through the GeM seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specifications and delivery period.
 - iii. Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specifications and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

Appropriate directive from the competent authority at Institute will be issued to the Departments/Sections as applicable.

4.4 Purchase of Goods under Rate Contract

- 4.4.1 Wherever there is a rate contract between IIT(ISM), Dhanbad and a supplier / distributor / manufacturer, then Head of an indenting division may place purchase order directly to the concerned firm subject to approved indent and FC. However, in such cases, a single order should not be of more than Rs. 5,00,000.00 (Five Lakh) on each occasion.
- 4.4.2 For order of more than Rs. 5,00,000.00 and up to Rs. 25,00,000.00 (Twenty Five Lakh), preferably limited tender enquiry should be floated by the indenting division among all the firms having rate contract with IIT (ISM) for similar type of goods to obtain sealed bids. Offered price in this case must be same or less than the rate contract price. For goods costing more than Rs. 25,00,000.00(Twenty Five Lakh), open tender is required.
- 4.4.3 If there is only one vendor of a particular type of goods, then direct order may be placed for the goods costing up to Rs. 5,00,000.00 (Five Lakh) on each occasion. For goods costing more than Rs. 5,00,000.00 (Five Lakh), limited tender enquiry may be floated by P&S section among available vendors (list to be collected by internet searches) is required.
- 4.4.4 However in all cases, final L-1 offered rate (either by way of open tender or limited tender) should not increase the rate contract price. If final L-1 offered rate is higher than the rate contract price, then order must be placed on the rate contract vendor (having lower rate than the L-1 offer based on tendering process) irrespective of indent value.



4.4.5 Even if rate contract exist, the indenting division may procure such items (available in rate contract) costing up to Rs. 2,50,000.00 from any other supplier, if price lower than the rate contract price.

4.5 Purchase of goods by obtaining bids at Department Level

4.5.1 Purchase of good up to Rs. 2,50,000/- will be taken up by HOD/HOC/PI/PC/CI at the departmental level.

4.5.2 All stores of value more than Rs.25,000/- need to be indented through a Departmental Purchase Advisory Committee (DPAC)

4.5.3 Purchase of goods up to Rs. 2,50,000 by the DPAC by calling quotations through e-mail/written enquiry and placing formal purchase order to L1 responsive bidder. At least 3 quotations are required.

4.5.4 No Purchase will be made without obtaining Finance Concurrence from the respective budget head.

4.5.5 The Indenter/HOD/PI/PC/CI vested with financial powers will be the sanctioning authorities for the expenditure within the limits of this clause including advance payments if required.

4.5.5 Constitution of DPAC:

1. Head of the Department/Centre/Section/Unit-Chairman
2. Two Faculty members (in case of Academic Department) /Two officers or senior staff members (in case of Centre /Section/Unit)-Member
3. Indenter

- Note:**
- a. In project related purchase, PI/PC/CI shall be one of the members of DPAC
 - b. Quorum-Minimum three members (Chairman, one member as at sl. no.-2 and Indenter are compulsory). In the absence of Head, the official having charge of Head may convene the DPAC meeting.
 - c. Each DPAC will be constituted with the approval of Dy. Director.



4.5.6 The function of DPAC shall be:

- (a) to examine the need of purchase,
- (b) to suggest complete specification of the store indented, and
- (c) to indicate available source of supply in case of scientific/ technical / sophisticated/made to order equipments,
- (d) to examine the authenticity of proposal wherever required.
- (e) To examine the Techno-commercial / technical bids / EOI / price bids and give suitable and logical recommendation
- (f) To review its recommendation in response of Internal Audit section / IPC
- (g) DPAC will be fully responsible for item procurement justification, price justification, and justification about proprietary nature of the item.
- (h) DPAC will be fully responsible for any kind of query / observation / para of CAG audit or internal audit or CVC and any kind of lapses in purchase procedures etc.

4.5.7 The recommendation of the Committee would be put up for approval of the competent authority by the Indenting Department/ Section. After getting approval, the proposal will be forwarded to the Purchase section for taking procurement action.

4.6 Purchase of goods by obtaining bids at Purchase Section

4.6.1 Purchase of all stores above Rs.2,50,000/- will be taken up by the Purchase Section based on the requisition/indent received from the Heads of the Department/Centre/PI/PC/CI along with the recommendations of the DPAC and approval of Competent Finance Authority (CFA).

4.6.2 All bids will be obtained through e-procurement system of CPPP in electronic mode only. However, till implementation of e-procurement system, Quotations can be called either electronically or by registered post/ speed post/courier service in sealed covers.

4.6.3 All bids will be obtained in two-bid system (simultaneous receipt of separate technical and financial bids) through e-procurement system in electronic mode only.



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- 4.6.4 The Notice Inviting Tender (NIT) shall be hosted on the institute's website and Central Public Procurement Portal (CPPP).
- 4.6.5 For procurement of goods of estimated value of Rs. 25 lakhs (Rupees Twenty-Five Lakh) and above, advertisement for NIT should also be made in the Central Public Procurement Portal (CPPP) and GeM.
- 4.6.6 There should be minimum 21 days from the date of floating of the tender for submission of bids by the prospective bidders.
- 4.6.7 Bid opening dates will be kept two days after the bid submission deadlines for all e-procurement modes and same day for hard-copy sealed tender mode. Bid submission deadline and its opening date must be a working day only. If these dates fall under any holiday or weekend day, then these dates will be re-scheduled suitably by P&S section.
- 4.6.8 The bidders may be informed the date, time and venue of tender opening for their attending the same, if interested.
- 4.6.9 In case of number of submitted bids are less than three, then P&S section will extend the bid submission deadline by another two weeks. Even after this extension, total number of bids is less than three, then bids will be opened irrespective of number of bids (even if one bid is received) on this extended scheduled date & time.
- 4.6.10 If total number of submitted bids is zero, then the purchase process will be closed and the indent will be cancelled.
- 4.6.11 After opening of bids, the techno-commercial / technical bids will be forwarded to DPAC/IPC for evaluation.
- 4.6.12 DPAC will evaluate all the bids and submit its recommendation.
- 4.6.13 If any query / clarification is sought from the bidder by DPAC/IPC, then the same will be communicated to the bidder by the Indenter. Bidders are required to submit clarifications / replies of queries within ten days. If Bidder(s) will fail to submit the clarifications / replies within ten days, then DPAC may take decision in this regard and may declare such bid(s) non-responsive.
- 4.6.14 The decision of DPAC will be forwarded to P&S section.
- 4.6.15 Based on the final decision of DPAC, price bids will be opened by P&S section.
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- 4.6.16 Based on Lowest (L-1) offer and recommendation of DPAC, P&S section will place purchase order subject to clearance of Internal Audit, Financial concurrence and sanction of the competent authority. All draft P.O. is required to be duly checked by Designated Purchase officer and vetted by the Indenter before placement of purchase order.
- 4.6.17 After placement of order, Indenter will coordinate with supplier for supply / delivery and installation of the item / complete the works on time as per purchase order.
- 4.6.18 Once the items are supplied / delivered and installed by the item / works are completed as per purchase order, then necessary stores receipt certificates, stock entry details, payment release recommendation and installation / work completion certificate are required to be submitted by the Indenter to P&S section.
- 4.6.19 P&S section after getting all the documents from the supplier required for payment release process viz. Invoice / challans, Performance Security etc. and stock entry details etc. from the indenter / department, will forward the file to Finance & Account section for release of payment after central stock register (Asset Register wherever applicable) entry and LD deduction (if any).
- 4.6.20 Finance & Accounts section will release the payment as per rules / procedures and intimate the supplier with details of the amount viz., PO amount, Invoice Amount, LD, TDS, final net paid amount, UTR / DD No. etc. via e-mail. If any query from the vendor / indenter is required, then P&S section will ask for the same from the vendor / indenter.
- 4.6.21 The purchase file is required to be returned to P&S section after payment along with payment details (amount, TDS, UTR / DD / Cheque no. etc.) and a copy of e-ledger / ledger / e-mail sent to vendor.
- 4.7 Limits of purchases as laid down above can be amended by Director from time to time taking into account of GFR.

5. Indent Approval and Financial Sanctioning Powers

- 5.1 The financial limits up to which the concerned person has authority to approve and sanction purchases within the allocated budget of the department/project/functional area is as per the financial limits approved by the BoG in the name of 'delegation of financial powers (DOFP)'. Such a person shall be referred to as the Competent Financial



Authority (CFA). It is the responsibility of the CFA to ensure that sufficient funds are available for the purchase.

5.2 An extract of DOFP is shown in Table below:

S. No.	Competent Financial Authority	Financial Powers as per DOFP (Rs. in Lakhs)	
		Non-Consumable	Consumable
1	HOC/PI/PC/CI (Sponsored Projects and Consultancies)	4.00	1.00
2	Registrar/Heads of the Academic Departments/Deans	4.00	1.00
3	Dean (R&D) (Sponsored Projects and Consultancies)	20.00	4.00
5	Deputy Director	20.00	4.00
6	Director	No upper limit	

The above-mentioned Table may be replaced as and when DOFP changes

5.3 Finance & Account section will block the required fund for the proposed indent, which is called Financial Concurrence. Before any purchase, concerned Head must ensure the availability of the required fund i.e. Financial Concurrence (FC) should be obtained before any purchase. In the absence of FC, purchase procedure must not be initiated. In the anticipation / expectation of any grant in future or availability of fund in future, any purchase procedure should not be initiated. An indent should be considered by the final indent approving authority only after ensuring of fund availability and FC.

5.4 FC should normally be accorded for 5% above of the estimated cost.

5.5 Immediately after completion of purchase procedure and 100% release of payment in respect of the purchase, balance FC (if any) should be cancelled by F&A section, so that balance fund can be utilized for other purchases / purposes.



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- 5.6 F&A section will arrange with the help of MIS team for development of an automated system for FC, so that concerned Head can check the budget / fund availability for his/her department / centre / section / unit and can block the required fund at his/her end using this automated system. Such automated system will reduce the time in FC process.

6. Purchases from Government Organizations

Stores manufactured by Public Sector Undertakings, Government Organizations like Khadi Bhandar, State Khadi Udyog, Coir Board of India, KVIC, NTC etc. and such other stores/materials the prices of which are controlled/fixed by the Government may be purchased without inviting quotations from the open market . In case of availability of more than one government organization for a particular item, purchase may be made after getting quotations from the government organizations. Whenever a new government organization approaches for making supplies, they may be asked to submit documents authorizing purchase from them.

7. Emergency Purchases

- 7.1 On the specific recommendation of the CI/PI/PC/ Sectional Heads through HOD/HOC, emergency purchases may be made to meet any emergent requirement of stores with the prior approval of the Director. Such purchases will not require processing of orders through the Central Purchase Committee and may be made on single/ limited quotation basis.

- 7.2 Any such purchase, costing more than Rs. 25.00 lakh along with the circumstances under which the purchases had to be made shall be reported to the Chairman, BoG for his information.

8. Negotiation

Negotiation with bidders after opening of bid should be severely discouraged. However, in exceptional circumstances where price negotiation against an ad-hoc procurement is necessary due to some unavoidable circumstances, the same may be resorted to only with the lowest evaluated responsive bidder /single proprietary bidder with the prior approval of Director, IIT (ISM).



9. Repeat Orders

Repeat orders are processed subject to the following conditions:

- i. The repeat order can be made with no change in the rates, specifications as well as terms & conditions of supply.
- ii. The repeat order shall be placed within 6 months from the date of the initial placement of purchase order or 4 months from the date of satisfactory installation whichever is later.
- iii. After ensuring that there is no reduction in the cost of the item(s).
- iv. No repeat order will be placed if buy-back is involved in the purchase.
- v. Any amendment of initial order shall not be considered for repeat order.

11. Purchase under buy back scheme

If any item is purchased under buy back scheme for old one, quotations are to be invited clearly mentioning the specification of old and new item asking the buyback offer from the vendors. When it is decided with the approval of competent authority to replace an existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so the prospective and interested bidders formulate their bids accordingly.

12. Single Tender Enquiry[GFR 194]

Procurement from a single source may be resorted to in the following circumstances

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer/ provider of the required goods/ services.
- (ii) In a case of emergency, the required goods/ services are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority to be obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.
- (iv) Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is



available for such single-source selection in the context of the overall interest of the Ministry or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

- (v) It shall ensure fairness and equity, and shall have a procedure in place to ensure that the prices are reasonable and consistent with market rates for tasks of a similar nature; and the required consultancy services are not split into smaller sized procurement.

Proprietary Article Certificate in the following form has to be submitted before procuring the goods/services from a single source.

Proprietary Article Certificate

- i. The Equipment/Instrument/Store wanted is/are manufactured by M/s.....

 No other make is acceptable for the following reasons:

Signature of the Indenter
 Name:.....
 Deptt./ Centre/ Section:.....

- ii. Approval of HOD/HOC
 as store holding authority

13.0 Pre-requisite of Firms& Blacklisting

The following pre-requisites shall be complied with by the firms for participating in purchase of materials/services/equipments/instruments etc.

13.1 Local Firms

The local firms should have GSTIN and PAN allotted to them, as applicable. The firm must maintain an office/shop/show room registered in its own name, in the market/industrial area or another



suitable place and should have a bank account wherein the payments may be sent directly in the bank. Such firms shall be required to provide aforementioned documents as and when required, by the institute.

Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the institute.

13.2 Outside Firms

The firms hailing from outside (beyond Dhanbad district) must be manufacturing or authorized dealers/agents/stockists/suppliers/service providers of manufacturers. Purchase can be made only from those reputed sellers who have GSTIN and PAN (Income Tax), wherever applicable and should have a bank account wherein the payments may be directly sent. Such firms shall be required to provide aforementioned documents as and when required, by the institute.

Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the institute.

13.3 Black listing

Black-listing of firm can be done on the recommendations of the HOD/PI/PC/CI/ DRs/ARs of P&S/ Accounts/IA and with the approval of the Competent Authority. The DR/AR (P&S) shall process all such cases reported by the departments. A committee specially constituted by the Director shall examine the case and shall submit its recommendations to the Competent Authority for final decision. The information on such firms shall be promptly and widely disseminated by DR/AR of P&S to all concerned.

13.4 Bid Security (EMD)

Bid Security (also known as Earnest Money Deposit) @ 2% to 5% of the estimated value of the Indent to be obtained in case of advertised or Limited tender enquiry, where value is Rs.2,50,000/- or above in the form of Demand draft/Bank Guarantee to safe guard the purchaser's interest in all respect. However, those who are registered with Central Purchase Organisation, National Small Industries Corporation (NSIC) or



concerned Ministry or Department are exempted from submission of Bid Security or as amended by the Government of India from time to time.

13.5 Performance Security

Performance Security is to be obtained from the successful bidder awarded the order. Performance Security should be 10% of the ordered value for any purchase value above Rs. 2,50,000. Performance Security may be furnished in the form of Bank Guarantee only and should remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier including warranty obligation.

14. Institute Purchase Committee (IPC)

All indents for purchase of stores costing Rs.25,00,000/- and above will be scrutinized and approved by a Institute Purchase Committee after processing by the Purchase Section based on the recommendation of the DPAC. The Institute Purchase Committee will consist of the members nominated by the Director in such a way that no member of the purchase Committee should be reporting directly to any other member of such Committee (**GFR 173 XXII**).

Indenter concerned/Representative of Head of the Deptt/Centre /Section shall be invited to attend the meeting of IPC. This shall be mandatory for consideration of the purchase proposal for the said Department/Centre/Section. IPC meeting should be organized every week to facilitate the purchase in a time-bound manner.

After purchase proposals have been recommended by Institute Purchases Committee, the same will be sent for obtaining financial sanction from the competent financial authority and placing the purchase order.

15. Payment Terms

15.1 Ordinarily payment for services rendered or supplies made, should be made only after the services have been rendered or supplies made with satisfactory installation certificate from indenter.

15.2 Payment terms against dispatch documents through bank may be allowed for the purchases made from Government Firms. In general, in



such cases, 90% payment may be made against dispatch of documents and balance 10% on receipt of the consignment or the installation of the consignment as the case may be.

15.3 Any advance payment to any private firm shall normally be discouraged. However, under exceptional circumstances, an advance payment may only be made against a bank guarantee of a scheduled commercial bank equivalent to the advance amount for an indigenous purchase.

15.4 Payment for Import Purchase:

(a) Payment for import shall normally be made through 90% irrevocable confirmed letter of credit (against submission of documents) and balance 10% on satisfactory installation report from the user department through wire transfer.

(b) In case of purchase order value less than Rs.10 lakhs, 100% payment can also be made by a foreign demand draft after satisfactory installation report received from the user department. In this case demand draft will be prepared against Proforma Invoice(PI) and photocopy of the same will be forwarded to the foreign supplier.

(c) Advance payment (other than (a) and (b) above) by a foreign currency draft/Telegraphic Transfer can be made up to a value of US\$ 10,000/- (or equivalent in foreign currency). For such payments, the advance payment will be treated as an advance against the purchase until it is adjusted. However, in such a case the credential of the supplier needs to be verified and recommended by the Indenter/HOD before release of payment.

15.4.1 All advance payments shall be approved by the Director/ Chairman, Board of Governors (as the case may be) on the basis of recommendation of the DPAC/IPC (if the purchase value is more than Rs.5 lakhs).

15.4.2 If the payment term is against delivery/COD (cash on delivery)/ then after receiving the goods indenter shall inform P&S to release the payment after satisfactory installation.

15.4.3 In the case of balance 10% payment, after receipt of satisfactory



Inspection Report, the items must be entered in appropriate stock and asset register. The P&S will submit the necessary documents within two working days to AS for release of payment. The AS will ensure that the payment due are released within three working days through bank transfer/cheque/draft directly to the seller.

- 15.4.4 Under exceptional circumstances, with specific request from the P&S Section the cheque/draft can be given to the purchaser for onward transmission to the seller. In such a case the purchaser shall be responsible for submission of the receipt from the seller to AS. In all other cases, when payments are released by AS, intimation to this effect must be sent by the AS to the supplier and P&S Section for information.

16. Liquidated Damages (Late Delivery)

- 16.1 There should be a suitable provision in the terms & conditions of the contract for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible. Such recovery through liquidated damages should be without prejudice to the other remedies to the purchaser under the terms of the contract.

- 16.2 A penalty clause for a penalty of 1% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 5% of the delivered price is to be incorporated in the contract terms and this will be deducted from the bill of the supplier for a purchase value more than Rs. 10,00,000. However, the competent authority may relax the penalty clause under exceptional circumstances.

17. Purchase sanction and Receipt of stores

The sanction notes shall be prepared by the P&S Section for all types of purchases to be handled by P&S Section. The sanction note thus prepared along with all associated documents shall be sent for pre-audit to IA& FC prior to expenditure sanction by the CFA. Based on the sanction, the purchase order shall be placed by P&S Section within two to three working days.

Any increase in the price of item(s) ordered which is directly and entirely attributable to fresh imposition or increase in government levies and taxes may be allowed subject to furnishing of sufficient valid written proof by the supplier. If for any reason such a financial change in the



purchase order is required, the request for such a change shall be thoroughly examined by IA and shall be approved by the CFA before the change is issued in the form of an amendment to the original purchase order by the P&S Section.

All purchases, except those listed above in serial no 4.1 & 4.2, shall be made through a purchase order placed on the seller by the P&S of the institute, who shall be responsible for receipt of goods and the subsequent dispatch of the receipted goods to the indenter along with copies of Inspection Report.

18. Procedure for Placement of Order

18.1 Normally the order should be placed on the lowest rates with the tenderers whose offer meets the requirement and the technical specifications as specified by the indenter mentioned in the tender enquiry. Offers which do not meet the required specifications are to be rejected. In case an unknown/unregistered firm submits quotation, they may be given a trial order with security deposit clause.

18.2 The purchase order will invariably contain the following information:

- i) Name and address of the supplier along with the fax numbers, website and email address.
- ii) Date by which stores are to be delivered and also if part supply is acceptable to the institute. No stores will be accepted after expiry of delivery date without a written order of the competent authority extending delivery date.
- iii) Consignee's name and address to whom the stores are to be dispatched by the supplier along with full postal and telegraphic email address.
- iv) Instructions regarding dispatch of stores by rail/road/air/post and parcelling instructions.
- v) Instructions regarding dispatch of documents.
- vi) Address of inspecting authority.
- vii) Officer deputed by the institute for inspection of stores and the place of inspection and the condition that acceptance or rejection of stores by the institute shall be final.
- viii) Terms of payment as also the mode of payment and if payment against part supply will be admissible.



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- ix) Guarantee/ Warranty clauses.
 - x) Penalty clause in case of failure to supply stores value of which exceeds Rs. Ten lakh.
 - xi) Full specification of the stores ordered, quantity rate and amount will be mentioned and if these include taxes or these are to be paid separately.
 - xii) Liability for insurance of goods in transit, and any other incidental charges, agents' commission, brokerage, etc.
 - xiii) The head of account against which the expenditure is to be booked (to be given in the copies of order for internal distribution).

18.3 All the stores shall be entered in the appropriate Stock Register of the concerned department. However, files of the stores procured through S&P section shall also need to be sent to the P&S Section through the HOD within three working days for entry in asset register (maintained by S&P section) and further processing. For the articles rejected, a rejection memo/report shall be prepared and sent to the P&S through the HOD within 5 working days. The P&S Section will immediately take action and inform the supplier through fax/ email/ speed post with a copy to the concerned HOD/PI/PC/CI. The unacceptable stores will be subject to removal/replacement at the risk, cost and responsibility of the supplier and related intimation may be sent to the seller by P&S Section within five working days.

All stock entries including purchases made in various sponsored projects shall be signed by the concerned HOD/HOC/Section Head as a rule. In case of purchase under projects, PI/PC/CI shall also countersign the stock entry in the register maintained for this purpose.

18.4 Where the Invoice/Bill of Lading/Railway Parcel Way Bill have been sent by the supplier through Bank, the P&S Section shall prepare an advance bill on receipt of the instruction from the bank and arrange to retire the documents within the shortest possible time.

18.5 The P&S Section shall be responsible for clearance of all consignments at railway stations, sea, airport, and transport godowns and safe transportation and storage. Insurance of items may be done before dispatch either by seller or by the authorized clearing and forwarding agent appointed by the institute.



- 18.6 In the event of any shortage/damage/wrong supply, prompt action will be initiated by P&S Section to rectify the same. In case the supplier fails to rectify the shortage/damage/wrong supply in a reasonable time, the matter shall be referred to the legal cell to recover the full cost paid. P&S Section shall lodge Insurance claims, and pursue them vigorously to realize the sum insured.
- 18.7 The Director may at his discretion permit deviations from any of the above provisions if he is satisfied that such deviation will be in the interest of the institute and that the insistence on the above provisions can cause inconvenience and delay.

19. Duties and Taxes

The applicable concessional custom duty for educational institute is payable for imported items. In case the order is on Ex-works or FOB basis, the institute may be required to pay freight / insurance charges as per prevailing rate.

As per the prevailing taxation policy of the Government shall be payable for all indigenous items. The taxes as appropriate, shall be applicable for service and for Annual Maintenance Contract (AMC).

The institute is partially exempted from paying custom/excise duty for all import and indigenous items, for which an excise/custom duty exemption certificate shall have to be provided by the institute.

Whenever any item is purchased through high sea sale agreement, the concessional custom duty certificate will be issued to the supplier and the amount of custom duty paid by the supplier will be reimbursed by the institute. However, sale tax shall not be paid by the institute in such purchases.

Any concession on taxes and levies such as excise duty, custom duty and sales tax granted by the state/central Government in procurement of any item must be availed. The P&S Section shall obtain all such information and apprise all concerned about the applicability of tax/levy rates and charges brought about, if any, from time to time. The P&S Section shall issue the required declaration/certificate to this effect for all purchases on demand and account for all such issues and furnish the required report to the government agencies, as and when required.



20. Purchase of Import Items

- 20.1** Any category of stores can be purchased from foreign suppliers subject to restrictions on imports as imposed by the Government of India from time to time.
- 20.2** Provision of exemption in customs duty must be availed.
- 20.3** Import should normally be made directly from the foreign principal manufacturers. In the event a purchase is made through an Indian agent of the foreign company, proof that the Indian agent is an authorized agent of the foreign company must be obtained and must be part of the documents pertaining to the purchase. Any commission of the agency which may be payable to the Indian agent can be paid only in Indian Rupees (unless there is a change in Government of India rules which may necessitate payment in foreign currency).
- 20.4** If a foreign company has opened an office in India then it can authorize any Indian agent to deal with IIT (ISM), Dhanbad.
- 20.5** All imports shall be done through the P&S Section. The P&S Section shall ensure that the item being imported does not fall under the restricted /negative/banned category.
- 20.6** Request for quotation for items to be procured through import may be sent through email, in addition to registered post /speed post/courier/fax.
- 20.7** The exchange rate should be considered on the date of opening of tender. This should be mentioned in the tender enquiry as well as documents clearly.
- 20.8** Term of shipment should be on FOB price of that country and not CIF, as institute has hired the services of a Freight Forwarder. However CIF price may be accepted as a special case on case to case basis depending on the situation.
- 20.9** The DR/AR (P&S) will be responsible for placing orders, customs clearance, insurance and transportation of goods etc. The Accounts Section will arrange through bank the opening/amending or extending
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letters of credit.

- 20.10** Wherever required, the institute shall avail the services of clearing and forwarding agents for foreign consignments arriving by air/sea. Such clearing and forwarding agents shall be hired on the basis of agreed terms or single consignment basis; whichever may be advantageous to the institute.
- 20.11** The DR/AR (P&S) shall maintain a stock register in which all imported items received shall be entered. Delivery of foreign consignment to the purchaser will be made against the signature in this register. All imported items shall be appropriately entered in the departmental stock register and asset register (if applicable).
- 20.12** Inspection Reports (IR) must be returned to P&S Section duly approved, or rejected, within three days of installation, failing which it will not be possible to lodge the claim of damage to the insurance company and it will be presumed that materials supplied are acceptable to the indenter.

21. Import of items through individual International Credit Card

- 21.1** Limit of payment of individual credit card is up to US\$ 2000, or equivalent as per directives of the RBI. The indenter must take the approval from the CFA in advance.
- 21.2** Indenter must ensure through P&S Section if the item is not banned/canalized.
- 21.3** Indenter should also declare that the item is not for sale, or profit and making it clear that it is exclusively for research purpose.
- 21.4** Indenter should ensure that the item is of proprietary nature and only this firm is manufacturing and simultaneously he/ she should also declare that the requirement will be fulfilled by this item only.
- 21.5** If the item is not of proprietary nature then the indenter should declare the price quoted by the firm on the e-mail is quite reasonable in comparison with national/international market and that he/ she has assured himself/ herself by seeing the prices of different firms on the
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internet.

- 21.6 Indenter should get approval of CFA before placing the order by credit card and inform P&S Section for recording the amount for onward submission to Ministry of Science & Technology, Department of Scientific & Industrial Research, Delhi, for the registration of exemption of customs duty. For this, one copy of order is to be sent to P&S.
- 21.7 Shipping mode and port of shipment must be clear in the order as to whether the shipment will be Ex-works/FOB/C&F/CIF/FAS etc.
- 21.8 Shipping details should be intimated by the indenter to the P&S before it is dispatched and shipping should be through institute authorized Freight Forwarder.
- 21.9 Each and every event development must be intimated to the P&S Section to avoid delay in release leading to demurrages for the material.
- 21.10 After the receipt and installation / acceptance of the indented material, the stock-entry certificate must be given on the body of the invoice by the department to be submitted by the indenter to P&S Section for central stock entry along with the copy of the purchase order, approval of the purchase, sanction of expenditure, the Credit Card statement etc. The P&S Section after proper recording forward the claim to AS for necessary reimbursement.

22. Annual Maintenance Contract (AMC)

Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are specially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only thereafter. If required, the cost of AMC may be paid in advance.



The annual maintenance contract, repair contract, repair work from the manufacturer/ manufacturer's authorized supplier, in respect of various equipment in the department, may be entered into by the HOD for maximum of 10% of the equipment cost or within the delegated financial power whichever is less following the purchase rules. In all other cases, quotations will be invited by the P&S Section and the normal purchase procedure shall be adhered to. However, preference may be given to award the AMC to the supplier who has originally supplied the machine / equipment for better maintenance after going through price negotiation if required.

In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract;

- AMC should be from a prospective date. In order to ensure this, the HODs shall be required to initiate action for renewal of AMC at least 90 days before the expiry of previous AMC.
- In case of renewal, the service report /log book (of xerox copier) should be sent along with the proposal.
- In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.
- In case of high-value AMC, the payment terms should be negotiated with the service provider and may be made either half-yearly or quarterly basis instead of annual advance payment.

23. General Instructions

A list of suppliers/firms dealing with different items will be maintained by the P&S. This list will be up-dated periodically based on response given by the firms and also adding new firms entering the market for the particular items. A copy of the Industrial Directory, published by the Govt. of India Press must also be kept on record in the P&S.



23.1 To avoid delay in processing of orders, the following time schedule will normally be adhered to :

i)	Inviting tender (P&S Section) (after receipt of indent duly approved)	3 working days
ii)	Receipt of tender (from tenderers)	21-30 * working days
iii)	Opening of tenders and preparation of comparative statement (P&S Section)	3 working days
iv)	Department/Indenters recommendations (concerned department/section)	2 - 10** working days
v)	Internal Audit - (AS)	1 working day
vi)	Financial concurrence - (FC)	1 working day
vii)	Purchase Committee (DPAC)/ recommendation	5 working days
viii)	Financial Sanction (CFA)	5 working days
ix)	Placing of Purchase Order (SPS)	2 working days
<hr/> Total		37 - 50 working days

* 21 working days required in case of Open Tender

** 10 working days required for DPAC/IPC recommendation under two-bid system (inclusive of technical and commercial evaluation, and intimation to suppliers by P&S for opening of price bid). Another 10 working days is given for the final recommendation of DPAC/IPC for purchase above Rs. 25.00 lakh.

In case of urgent indent, the purchase order should be placed quickly - say within 7 working days.

23.2 The P&S Section shall be the nodal agency to guide the departments/PI/PC/CI as to the procedure for procurement of stores and maintenance of Stock Registers etc. P&S will, as a part of his duty, shall inspect the stock books of the Department/Centres and guide the departments in the physical verification of stores annually. P&S Section will also help/guide them regarding procedure for disposal of unserviceable items of stores.



24. Maintenance of Record

This section describes the records pertaining to stores that must be maintained by P&S Section, departments, sections, units so as to facilitate proper stock verification, write-off and revaluation of stores, besides the transfer of stores from one department to another.

- 24.1 The institute shall maintain a record of all purchases in the NCS category in the Asset Register of the institute. Each entry must contain at least the following information: (a) purchase order number and date, (b) brief specification of the item, (c) date of entry in the Asset Register, (d) name of the department, (e) name and address of the supplier, (f) Invoice number and date and (g) cost and project number (if applicable). The total value of all the assets entered in the Asset Register during the financial year shall indicate the value of the assets to be capitalized in the balance sheet of the corresponding financial year. For this purpose, the indenter and HOD shall submit a separate statement in duplicate to maintain a Central Assets Register in the institute while forwarding invoice for payment. The format for giving the information for Assets Register is presented in Appendix -X).
- 24.3 Each department shall maintain the following two separate registers. NCS Stock Register, and Consumables Stock Register. Items in the different categories purchased by the Department shall be entered in the appropriate register.
- 24.4 Each project shall maintain a project consumables register. All CS items purchased from the project shall be entered in this register. All NCS items must be entered in the NCS Stock register of the associated department. Project investigators, if they wish, may maintain separate NCS stock register for their project, but it is necessary to enter NCS items as the case may be in the stock register of the associated department. Each register must have consecutively numbered pages after the certificate page and the index, which shall be at the beginning of the register.
- 24.5 The P&S Section shall maintain a Purchase Register in which all orders placed will be entered chronologically. The Register will also show,
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name of supplier, description of goods, date by which the supplier is required to supply goods, date of receipt of good, accepted/rejected , date on which bills forwarded to finance section for payment etc.

At the close of financial year, a list of outstanding orders, with their likely cost, will be sent to the finance section.

24.6 The Asset Register for NCS and all others as per the requirement shall be maintained by AS of the institute.

24.7 All the required registers should have following certificate on the first page ;

“Certified that this register contains a total of ----- pages and each page has been consecutively numbered on both sides from ----to-- --”.

Date :

Signature of HOD

24.8 The P&S Section shall be the custodian of all stores, purchase records pertaining to NCS items of the institute (including those for projects). All original documents related to any such purchase (including for inquiries, report of purchase committee, sanction note, purchase order, invoice/bill, delivery challan, and inspection reports etc) shall remain with P&S after purchase is complete. These records / documents will be maintained for such periods as stipulated by the office procedure of the institute. After the stipulated period, the record / documents may be destroyed with the specific approval of the Director.

24.9 All HODs/PIs shall appoint a committee to conduct an annual stock verification of all items on the previous stock register of the department/ project at the end of financial year. The committee shall submit a report in the approved format to the HOD/PI/PC/CI for onward transmission to P&S. The P&S shall be responsible for issuing a notice for annual stock verification every year. It is essential that the annual physical verification is completed by 31st July of every year.

24.10 Once a year the HODs/HOCs/PI/PC/CI shall constitute a Stores Survey and Physical Stock Verification committee of not less than three members. This committee shall survey all the NCS stores and recommend write-off for NCS items which are not useable and not



serviceable and revaluation for items which have become obsolete. For NCS the committee shall record the reason for recommending write-off. HODs/PI/PC/CI shall forward the report to the Director for approval. This report subsequently shall be sent to SPS for necessary action.

25. Records of items received through gifts, donations and samples by the Institute (CS and NCS)

A consolidated record of these items shall be maintained by the P&S Section on the basis of the information initially recorded and subsequently supplied by different departments/ units. The concerned departments/user sections are, therefore, required to maintain the inventory/details of such items/gifts/samples in their own records and a confirmation to this effect is to be sent to the P&S Section in one month of receipt of such items/gifts/samples, and P&S Section will forward it to AS for record in Asset Register.



PART II - STORES & ISSUE

1.0 General

- 1.1** It is the responsibility of each store holding authority to make arrangements for safe custody, for keeping good and efficient condition and for protecting from loss, damages or deterioration, of all stores received by him and under his custody. The keeping of proper accounts with a view to prevent losses through theft, accident, fraud or otherwise and to make it possible at any time to check the actual balances with the book balances is also the responsibility of each store-holding authority.
- 1.2** The work of a stores section consists of the following:
- a) Receipt and inspection of stores,
 - b) Storage, maintenance and issue of material,
 - c) Maintenance of ledgers and accounting of stores,
 - d) Recoupment of stocks, and
 - e) Disposal of surplus stores and/or unserviceable materials.
- 1.3** The responsibility for custody of stores should be that of a staff member, who should be responsible for physical receipt, custody and issue of stores of his section. The stores should also be applied with preservatives where there is possibility of deterioration due to long storage.



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- 1.4 All transactions of receipts and issues of stores should be recorded strictly in accordance with the prescribed rules in the order of occurrence and as soon as they take place. There should be documentary authority in the form of issue voucher, challan, requisition, etc. for each and every transaction.
- 1.5 Stores received should be accompanied with the challans in quadruplicate of the supplying firm. Original and duplicate copies will be returned to the firm after recording thereon, over the signature of the officer-in-charge the acknowledgement of the receipt of the stores. Simultaneously necessary entries should be made in the Receipt Register/Stock Register and duly initialled. The endorsement "*Stores covered by the challan with the exception of received in good condition; entries made in the Stores Register/Stock Register as per page No....*" should then be made on the triplicate and quadruplicate copies of the challan under the dated signature of the officer-in-charge. The quadruplicate copy should be retained as the office copy of the store holding authority.

The store holding authority shall intimate purchase section of the receipt/non-receipt (Appendix-II) of the stores by the prescribed date and in any case immediately on receipt of the stores.

2.0 **Passing of Bills**

- 2.1 Action with regard to passing of bills against supplies received should be taken expeditiously. Any payment not released within ten working days from the date of satisfactory receipt of material should be reported to Registrar/Director with reasons by AS. Following time schedule should be strictly followed:
- i) Verification & stock entry in the stock holding dept. - 3 working days
 - ii) Stock taking in P&S Section - 3 working days
 - iii) Release of payment by AS - 4 working days
- 2.2 An intimation slip as per Appendix-II should thereafter be sent to P&S by the indenting department.
- 2.3 A special point to be seen before passing a bill is that the triplicate copy of the challan does always contain the endorsement regarding the entry of stores in the prescribed register. It should also be seen that the supply was made by the stipulated delivery date or by the period as subsequently extended.



3.0 Dead stock

3.1 Every independent holder of the dead stock should maintain an “Inventory of Dead-stock” (Appendix - III) such as furniture, fixture, plants, equipment and machinery. Only one item should be written on each page; each page should be numbered and each register will have an index showing contents arranged in alphabetical order with relevant page numbers. Pagination certificate should be signed by the officer-in-charge of the P&S Section.

3.2 As soon as an item of dead stock is received, it should be entered in the inventory of dead stock; simultaneously arrangement should be made to inscribe or otherwise affix a distinct number on every item, so as to facilitate its identification.

3.3 It should be remembered that the issue of any item of dead stock to individuals belonging to the same office/department will not reduce the stock balance and as such need not be exhibited in the Register of Dead Stock, but proper acknowledgement should be taken in respect of issues so made. Sub-registers/location registers may be maintained to indicate the issue.

4.0 Consumable Stores

Consumables stores are those which are used up completely or lose their separate identity as such in the course of particular operations for which they are meant, e.g., chemicals, paints, lubricant, wood, nails, screws, etc. The term also include those stores which are not ordinarily expected back after issue from stock, e.g. glass tumblers, bulbs, minor laboratory glass wares like test tubes etc. The definition is not however absolute. Each divisional head should prepare a list of consumable stores handled by his division.

4.1 Consumable Stores Ledger

There shall be one ledger folio for each item of consumable stores. These folios should have a serial page number. On completion of a page, balance may be transferred to a new page; closing of new page and opening of a new page should bear the initials of the concerned stock holding authority. The ledger may have the following information.

**CONSUMABLE STORES LEDGER FOLIO****Section:****Description of stores:****Unit :****Item Code:****RECEIPT SIDE**

Date	Reced. From	Receipt Vr.No.	Qty	Rate	Value
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ISSUE SIDE**BALANCE SIDE**

Issued I/V onNo.	Qty	Rate	Value	Initials of store Keeper	Remarks
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4.2 All issues should be made on written requisitions and should be signed by an officer. Where the stores are collected by the representative of the indenting officer from the stores, he will bring an authorization letter from the indenting officer and sign the issue vouchers with a remark "received the above quantity issued in good order". These issue vouchers which are the authority for making entries on the issue side of the stores ledger, should be numbered serially, arranged chronologically and stitched suitably in bundles and retained with care.

5.0 Return of Stores

5.1 All the stores which are not required by the consumer whether new, serviceable, second-hand, repairable or unserviceable should be returned on the return voucher (R/V) (Appendix-IV) to the P&S Section wherefrom it has been issued on the return vouchers should be prepared for each class and for new, second-hand and unserviceable stores. This voucher should be prepared in 3 foils; first foil may be retained by the official returning the stores and 2nd and 3rd foils will be submitted to the P&S along with the items returned; the P&S Section should check the stores, arrange to post the ledgers and return one copy (3rd foil) duly acknowledged to the Returning Officer and 2nd foil should be retained by the P&S Section for its record. If there is a loss or deterioration in condition of stores due to reasons other than normal wear and tear, the reference of competent authority's sanction for write-off of loss should be given.



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- 5.2 The official returning the stores may reduce the balance from his ledgers after recording the Return Voucher number and date and reasons for the return.
- 5.3 The Return Vouchers should be serially numbered and stitched together at periodical intervals and preserved with care.
- 5.4 A red line should be drawn across the pages of the stores ledger after the last entry for a particular financial year has been made. A little gap also should be left below this line before making entries pertaining to the next year.

6. Stores other than Dead Stock and Consumable Stores

- 6.1 This category of stores mainly comprises of those articles which are ordinarily meant to be issued on loan to officers and staff for the due performance of their duties and are as such returnable on fulfilment of the purpose for which they were taken or on the expiry of certain prescribed period.
- 6.2 While posting issues in the Stores Ledger, simultaneous entries should be made in the Register of Loans of Stores (Appendix-V). A number of consecutive pages should be set apart for each person to whom stores are issued. Receipts should be posted exactly against corresponding issues. Un-squared issues would thus show the stores outstanding against a particular individual on any date.
- 6.3 The Register of Loan of Stores should be reviewed in the first week of June each year and lists prepared there from showing the stores outstanding against each individual. The lists should thereafter be forwarded to the respective persons with the request to acknowledge their correctness. Discrepancies if any pointed out should be regularized. The process of forwarding lists should be completed by the 30th June of every year.
- 6.4 Issue for repairs/fabrication / printing: Issues made to private parties for repair or for fabrication or printing etc. for embodiment /incorporation of certain modifications in the original equipment or samples given to guide fabrication will all be made only against suitable security deposit safeguarding the interest of IIT (ISM), DHANBAD. While asking for the expenditure sanction in these cases, the approval for



issue of these should also be taken. The items will be issued on regular issue voucher with the words 'on loan' and will be entered in the Loan of Stores Register.

- 6.5 Each capital equipment shall be carrying a running log book and "Repairs and Maintenance Log Book" and it is the responsibility of the officer in whose custody the capital equipment exists to maintain the log books properly and maintain them neatly and safety.
- 6.6 In case of vehicles, the Workshop Superintendent or any official of the institute attached to transport section will be responsible for the registration of vehicle as also for the renewal of certificates of fitness. Spare parts and accessories may be consumable or non-consumable depending on their nature and the specific cases to which they are put. All spare parts and accessories shall be accounted for in the general ledgers of the Transport Section of IIT (ISM), Dhanbad.

7.0 **Empties**

Wooden boxes, tins and other containers received along with stores should be preserved and disposed of at convenient intervals. Accounting of empties should be kept in the same general ledger as for other stores. As soon as a box is unpacked and the stores therein are taken out the empties should be released and taken into stock.

8.0 **Responsibility for correct accounting**

It is the primary responsibility of all stock holding officers to see that the ledgers under their charge are posted up to date in every respect and all receipt and issues are posted immediately in such ledgers and no undue delay is allowed to take place in such postings. It is the responsibility of every departmental Head to see that the consumption of stores in his department is normal and fully justified. The mileage covered by vehicles during the month and the fuel consumed by each vehicle should be watched so that the average is within reasonable limit and prompt action is taken for unduly high average.

9.0 **Physical Verification and Regularization of Discrepancies**

- 9.1 The objective of verification of stores is to ensure that the materials accord with the description and specification shown in the stores (NCS/CS) ledgers, that actual balances of such stocks agree with the



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- balances appearing in the books and that excess or deficiencies if any noticed on such verification or properly investigated and accounted for.
- 9.2** Verification should always be conducted in the presence of the officer responsible for the custody of the stores or a responsible person deputed by him.
- 9.3** Each verification team should consist of two or three officers depending on the volume and nature of stores to be verified. The officer attached to the team will be known as verifier and in-charge of the team or senior most official will be called Physical Verification Officer. It is essential that the annual physical verification is completed by the 31st July of every year. Physical verification should not be entrusted to a person who is the store holding authority. A notification in this regard by P&S Section should be communicated to various store-holding authorities.
- 9.4** The stock-verifier will first verify the physical balance without knowing the ledger balance; the ledger balance will then be noted and then discrepancies may be brought out. The stock-verifier should personally count, weigh or measure all items of store he proposes to verify with the assistance of peons where necessary. The stock-verifier will see that nothing is left unverified.
- 9.5** The Physical verification officer should prepare the stock verification sheets in quadruplicate for all items of stores in which any discrepancy has been noticed with regard to shortage, excess, reclassification, etc. If the discrepancy is minor due to wrong description/posting etc. it should be rectified without preparing a stock sheet. The concerned persons handling physical stores may be given reasonable time to locate the reasons for discrepancy. The stock verification sheets (Appendix-VI) should be prepared from the data collected and signature of the person handling the stores (in that particular department/unit) be obtained on all the copies of the verification sheet. Verification results should also be recorded in respective ledgers.
- 9.6** Posting of verification results in the ledgers after the actual stock figures of an item of stores have been ascertained and accepted by the store-keeper should be done in the following manner:
- a) If there is no difference in the ground balance and the ledger balance, the remarks “stock verified and found correct” will be
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written in black or blue ink on the ledger under the date of verification and initialled by the stock verifier.

- b) If the difference be an excess i.e. the actual stock figures are greater than the book balance, stock verification sheet should show the excess quantity and posted in the ledger as excess in stock. The excess quantity will be recorded in the receipt column and the balance struck by adding the excess to the book balance. The date of posting will be recorded in the column for date, "excess in stock" will be written in "Received from" column and the Stock Verification Sheet number will be recorded in the column "voucher no". The entry should be initialled by the Physical Verification Officer.
- c) The same procedure will be adopted by recording the shortages except that in column No.2 of the register will be written by "Shortage in stores stock" and the quantity short will be shown in red ink on the Receipt side.

9.7 While the excesses will be shown with blue or black ink, the shortages shall be recorded with red ink. The Physical verification officer should ensure that all the registers etc. are properly maintained and there is no undue delay in the accounting/disposal of stores. The Physical Verification Officer should also bring out in his report all damages or deterioration of the items in stock. The physical verification team shall prepare a list of stores in which there is no issue for the last two years. These lists shall be given to the stock holding authority with the report, and these lists after careful scrutiny by the concerned departmental heads are to be put up to the P&S Section with appropriate recommendations whether the stores may be retained or disposed of.

9.8 A certificate for verification of stores with its results shall be recorded in the stock ledgers under the dated signature of the Physical Verification Officer.

9.9 If at any time, certain unaccounted material has to be taken into stock books, it shall be so done through the same form as that of the stock verification sheet.

9.10 The Workshop Superintendent or any other designated official of IIT (ISM), DHANBAD, who is the store holding authority for vehicles,



should obtain in the first week of April every year a certificate in the following form from each officer to whom any vehicle has been allotted.

Certified that vehicle No._____ Registration No._____ is/was under my charge on the 31st March, 20____ . The vehicle is serviceable/repairable/unserviceable.

Station:

Signature:

Date :

Designation:

- 9.11** The fact that the necessary certificate has been obtained from the concerned authority should be recorded in the remarks column of the stock register of vehicles.



PART III - WRITE OFF, CONDEMNATION AND DISPOSAL

1.0 Concept

An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the institute or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment may be disposed of in the best interest of the institute as per the following guidelines with prior approval of the Director.

- a) Wherever possible, the stores/equipment is traded under buy back scheme, so as to reduce the cost impact on the new stores/equipment.
- b) If the above option is not available, the property and equipment may be sold out-rightly with due procedures.
- c) Obsolete, unusable materials beyond economic repair may be disposed-off as per procedure.

This manual outlines the procedure for write off and disposal of unserviceable materials purchased by department /inter-disciplinary programme /centres /central facilities/sections and purchases in projects etc.

2.0 General Procedure for writing off the unserviceable Materials/Items.

- 2.1** The items to be declared obsolete /surplus/ unserviceable should be examined by a survey committee. The survey committee will normally consist of three officers and will be duly approved by the Director, IIT (ISM), Dhanbad. The chairman will normally be of the division to which the stores pertain. The store holding officer will be one of the three members of the survey committee. The stock holding authority shall prepare the forms for survey committee reports for the material which is to be put up to the survey committee for survey. The forms of survey committee report for the stores which do not belong to NCS category, have been prescribed at Appendices VII and VIII.



2.2 The survey committee should inspect critically the condition of all the stores:

- i) that have deteriorated in value for any reason,
- ii) broken or damaged in transit or while in stock,
- iii) lying in the custody of various stock-holding authorities for a long time and considered by the respective stock-holding authority as having become surplus owing to obsolescence or other causes,
- iv) received as unserviceable from the fields/camps.

Here the “life period” has been prescribed on any item and if the same is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.

In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded such as, may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.

In case of NCS items, the survey committee should examine all records in addition to the inspection of the physical stores with the existing condition. In this case, the committee may also call for a technical report of ‘Beyond Economical Repairs’ from the concerned HOD, if it is so desired.

An item may be declared obsolete / surplus if it is no longer required by the departments. Reasons for the same should be recorded. In case of loss due to negligence fraud or mischief on the part of any employee, responsibility should be fixed and losses should be made good.

2.3 The survey committee should determine after such inspection and offer their recommendations on the following:

- a) the condition of the stores, whether these are unserviceable or dead surplus stores;
- b) the method of disposal, i.e. by sale through auction/tender or by issue to particular user of a particular division etc.



The function of the survey committee shall be only inspecting the physical condition of the stores and then record their observations. The report so prepared shall be submitted to the Chairman, 'Central Write-off/ Condemnation Committee' for further necessary action.

2.4 The report of the above-mentioned survey committee shall be submitted to a duly constituted 'central write-off/ condemnation committee' by the Director, IIT (ISM).

2.5 The function of the 'central write-off/ condemnation committee' shall be thoroughly examining the report submitted by the survey committee and verifying the physical condition of the identified stores. The committee shall then record their recommendations either to accept or to reject the write-off/condemnation of those identified stores along with the method of disposal if any. This committee shall also fix the reserve price of the identified stores. All these recommendations so prepared shall be submitted to the Director, IIT (ISM) for his approval. The reserve price, as suggested by the committee shall be kept in sealed cover and will be opened while finalizing the auction/ tender.

3.0 Disposal of Surplus and Obsolete Stores

3.1 List of surplus stores, i.e. stores which have not moved for over 24 months consumption in the department should be prepared by the Physical Verification Team every year class-wise. This list should be put to the respective Divisional Head for his remarks as to whether there is any possibility of issue of the stores in the near future or whether the concerned stores are to be treated as "Dead Surplus" or "Obsolete". The items which are recommended as dead surplus or obsolete should be listed out and presented to the survey committee and their survey be arranged by the store holding authority. In such cases, the stores shall be transferred to the unserviceable stores section only after the approval of the competent authority for write-off has been obtained. The unserviceable stores section shall arrange their disposal.

3.2 The stores need to be disposed preferably through MSTC Ltd. or any other disposable agencies will continue to be under the custody of the concerned store holding authority until they are disposed of. It should be ensured that proper protection is given to these stores till their removal



by the purchaser and that the time lag between the declaration and the actual disposal is required to be the minimum.

- 3.3 The sale-proceeds from disposal arranged by preferably by MSTC Ltd. or any other disposable agencies will be credited to IIT (ISM), Dhanbad and accounted for in the books of Registrar, IIT (ISM), Dhanbad.

4.0 Direct Disposal

- 4.1 Direct disposal may be resorted to when the quantity to be disposed of through MSTC Ltd. is too meagre and considered quite uneconomical to go through them. All disposals, irrespective of the value of the stores involved should be effected through public auction. Notice to sell stores by auction should be widely advertised so as to attract as large a number of likely buyers as possible. The conditions of sale by auction should be embodied in the sale notice itself, which should be issued to a sufficient large number of local parties; the notice should also be displayed prominently on the Notice Board of each building of the office as well as hosted in the IIT (ISM) website. The auction should be supervised by a committee approved by the Director, IIT (ISM).

- 4.2 The stores may be grouped into suitable lots; the highest bid against each lot should be accepted subject to payment of earnest money of not less than 25% of the total bid amount accepted, unless of course, the entire amount is paid and the release of stores desired immediately after the auction.

- 4.3 The earnest money should be handed over to the cashier who should furnish proper receipt duly signed for delivery to the party on the spot.

- 4.4 Balance 75% may be paid at the discretion of the party either in cash or by deposit into authorised bank. The party should be asked to surrender the receipt given to him in acknowledgement of 25% earnest money and bank challan for balance of 75% before the stores can be released. On receipt of the same sale release order should be drawn up by the store holding authority in triplicate. One copy should be retained in his office, one copy should be sent to party and the third should be sent to the Unserviceable store depot with their copy of the release order which will be surrendered by the party to the depot officer with their note on that copy. The Depot shall issue the stores on Sales Issue Note. The Sale Issue Note will be prepared in triplicate; one copy may be given to the party



along with the stores which will form the basis for making the gate-pass and checking the stores at the gate. Acknowledgement of the party to be taken in 2 copies of which one will be kept by the Store Keeper and the other passed on to Stores Section for posting in the ledger.

- 4.5** In case the buyer, for some reason or other refuses to take delivery of part of the stores for which payment has been made, the store holding authority should not refuse permission to remove the portion of the lot which the buyer wants to remove. The store holding authority at the same time should serve on the buyer in writing his protest against the buyer's refusal to remove the rest of the goods sold and warn him that the stores left out will be forfeited in accordance with the conditions of the sale.
- 4.6** After the stores have been delivered, the ledger of unserviceable stores shall be posted with the copy of the sale issue note (Appendix-IX). Record of such Sale Issue Notes should be maintained and watch to be kept that there is no missing serial number.
- 4.7** **The** copies of the final proceeding of the disposal of surplus/ obsolete/ unserviceable and direct disposal with the details of money being received there to should be sent to the AS for making necessary entries in the books of accounts and the Asset Register.
- 5.0** **Miscellaneous**
- 5.1** It has been observed that very negligible value is quoted for items like computers, printers, typewriters and furniture etc. It will be, therefore, appropriate, if the preference is given to institute employees while selling off the above items after taking approval from the Director.
- 5.2** The institute shall reserve the right to reject all or any tender without assigning any reason. The decision of the Director in this behalf and all other matters relating to the disposal shall be final and binding.
- 5.3** Cases not covered by the Stores & Purchase manual will be decided by the Director in the interest of Institute.
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Appendix-I

Indian Institute of Technology (Indian School of Mines), Dhanbad						
Purchase Proposal Request Form						
File No.:.....						
1. Indenter's Name:						
2. Department / Section:						
3. Department Indent No.:						
4. Indent Date:						
Quotation Attached (Y/N)						
5. Types of Material:				6. Purchase Order Type		
<ul style="list-style-type: none"> • Consumable • Non-Consumable 				<ul style="list-style-type: none"> • Normal • Repeat Order • Rate Contract 		
Please tick where ever-applicable				Item Category _____		
7. Item Details of Required Items						
Sl. No.	Complete Description of Items (Specification Model, Catalogue No.) Use separate sheet if required	Stock Held on date (Wherever applicable)	Quantity Required	Purpose	Approx. Units Price	Approx. Total Cost
Total Cost						

8. Budget Details

Sl. No.	Department Name/Project No.	Budget Head	Budget Amt.

9. Whether Indigenous / Imported:

10. DPAC Recommendation (for purchase above Rs. 2,50,000 to be enclosed):

11. Suggested Supplier (Name and Address to be enclosed)

Indenter's Signature

Name: _____

Email _____

Approved

HOD/HOC/PI/PC/CI/Registrar/Dean / Dy. Director/ Director
(Signature)



Appendix-II

**Indian Institute of Technology (Indian School of Mines),
Dhanbad**

STORES RECEIPT/NON-RECEIPT INTIMATION SLIP

Purchase Order No. _____ Dated _____
 Name of the Supplier _____
 Prescribed date of delivery _____
 Details of stores received/non-received _____

Description of stores Remarks with date	Quantity received	Quantity not received

Date _____ Signature of Store Holder
 Section _____

Appendix-III

**Indian Institute of Technology (Indian School of Mines),
Dhanbad**

DEAD STOCK REGISTER

Name of Item											No.			
No.	Receipt	Issue							Balance	Initials				
Remarks														
Recd. from	Issue No.	Ledg. No.	Qty	Reg. No.	Rate	Value	Issued to	Rv. No. or transfer Vr. No. & Date	Qty	Reg No.	Store keeper	HOD/HOC/ Head of the Section		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15



Appendix -IV

**Indian Institute of Technology (Indian School of Mines),
Dhanbad**

RETURN OF STORES VOUCHER
(To be filled in quadruplicate)

Part-II
(To be filled in the Department)

Part-I
(To be filled up by returning officer)

Name of the Returning Officer:
Designation with Section/Department:
V. No.
Date:

Sl. No	Class & N.L. No	Description of Stores	Unit	Qty	Condition of Stores : New Serviceable/Repairable/Unserviceable	Original Issue IV No. & Date or receipt Challan No. & Date	Purchase price or book value	Life	Period put into use	Remarks	Qty received by deptt.	Condition of stores accepted	Date of posting with stock taking	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Signature of the officer
Section Head

Signature of Returning Officer

Store Keeper/Store
holding Authority



Appendix -V

**Indian Institute of Technology (Indian School of Mines),
Dhanbad**

REGISTER OF LOAN OF STORES

Designation:

Date	Description of Stores	Qty	Reg n. No. if any	Ref. To stores ledger with class & NL No.	Purpose of Issue	Sign of the receiver	Date	Qty	Re qn No .	Condi tion of stores	Ref. To stor es ledger	Sign of the retu rnin g offic er	Sign of stor e kee per	Re m ar ks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Appendix -VI

**Indian Institute of Technology (Indian School of Mines),
Dhanbad**

STOCK VERIFICATION SHEET

Name of the Dept/Centre/Section :
No.

Stock Verification Sheet

Date of verification :

Sl . No.	Class and N.L. No	Led ger and Led ger Foli o No.	Descriptio n of stores	Unit	Ground Balance	Ledger Balance	Difference between Ground & ledger balance			Explana tion of the stock holding authority	Remark s of the Head of Division or Region	Orders of the compet ent authorit y
							Qty	Rate	Value			
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of the Stock Holding Officer
or his authorized representative :
Designation:
Date:

Signature of the Verification
Officer
Designation:
Date:



Appendix - VII

Indian Institute of Technology (Indian School of Mines), Dhanbad

SURVEY COMMITTEE'S REPORT FOR CS ITEMS

Holding Authority:**Section/Department:**

No.	Class N.L. No.	Items of Stores	Quantity		Purchase Book value		Price/ Amount	Brief Reasons For	Recommendations of Survey Committee i)Condition of stores ii)Method of disposal	Recommendation of Condemnation Committee	Remarks
			No.	Wt	Rate	Unit					
1	2	3	4	5	6	7	8	9	10	11	12

Name, Designation and Signature of the Committee members:

Member No.1

Member No.2

Member No.3

Signature of HOD

Appendix-VIII

Indian Institute of Technology (Indian School of Mines), Dhanbad

SURVEY COMMITTEE'S REPORT FOR NCS ITEMS

Store Holding Authority**Section/Department:**

Sl. No	Class No.& SL No	Description of stores	Registration No. or Deptl. No.	Quantity		Book Value/ Replacement value	Ref.to Stock Register / Store Ledger	Date of Acquisition	Date of Commissioning
				No.	Value				
1	2	3	4	5	6	7	8	9	10

Date out of commission	Period in Use or Mileage in Case of Vehicle	Brief Reasons For the Survey	Technical Report of BER from Competent Authority	Observation of the Survey Committee	Recommendation of Condemnation Committee	Remarks
11	12	13	14	15	16	17

Name, Designation and Signature of the Committee members:

Member No.1

Member No.2

Member No.3

Signature of HOD



Appendix- IX

Indian Institute of Technology (Indian School of Mines), Dhanbad

SALE NOTICE

Date:

The following stores lying at
be sold by Public Auction at site to be held on..... the 20... at am/pm

Sl. No.	Description of the stores	Quantity	Remarks
1	2	3	4

The Sale is on 'AS IS WHERE IS' basis

The stores may be inspected between 10.00 am and 1.00 pm on and on

Cash payment to the extent of 25% of the amount of the accepted bid will have to be made as earnest money on the fall of hammer. The balance 75% will have to be paid within 7days of the auction but before recovery of stores.

The stores will have to be removed completely within three days of the issue of the release order.

Failure to pay the balance 75% or to remove the stores completely in time may entail the forfeiture of the earnest money and the cancellation of the sale.

If the buyer refuses to take the delivery of any part of the stores within the specified date, the stores left out will be treated as abandoned and amount paid for the same shall be forfeited to the School.

Signature
Designation



Appendix- X

Indian Institute of Technology (Indian School of Mines), Dhanbad**INFORMATION FOR ASSETS REGISTER**

(To be submitted in duplicate along with invoice duly stock entered for entry in Assets Register)

Location of Assets _____

Stock Holding Authority _____

Stock Register Page no NCS _____ SI No _____

Purchase Order No. _____ Dated _____

Name and address of the Supplier _____

Invoice No and date _____

Date of Supply _____

Expenditure/Budget Head _____

Category of Assets: NCS _____ Assets Reference no _____

Details of stores received/non-received

Sl. No.	Complete Description of Items (Specification Model, Catalogue No.) Use separate sheet if required	Stock Held on date (Wherever applicable)	Quantity	Purpose	Units Price	Total Cost
	Taxes					
Total Cost						

Signature of Indenter_____
Signature of HOD
Section _____

(For use in P&S Section /AS)

Payment released Rs _____ Voucher no _____

Dated _____

Entered in Assets Register at sl no _____ Dated _____

Signature with date



Appendix- XI

Indian Institute of Technology (Indian School of Mines), Dhanbad

REPORT OF SURPLUS, OBSOLETE AND UNSERVICEABLE STORES FOR DISPOSAL

Item No.	Particulars of stores	Quantity/ Weight	Book Value/Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Signature.....

Designation.....

Date.....



Indian Institute of Technology (Indian School of Mines), Dhanbad

Purchase and Stores Section

Appendix - XII

Format for Purchase up to Rs.25000/-

Following item(s) has/have been procured as per the details furnished below:

Name of the item :-----

Unit Price :----- (In Rupees-----)

Quantity :-----

Total Cost :----- (Qty. x Unit Price)

Source of Supply :-----

Source of Fund : Institute (Budget Head) -----
(√any one) Projects (Project No. -----)

The Undersigned is personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at reasonable price.

Signature :-----

Name :-----

Department :-----

Emp. Code :-----

Sanctioned Rs.....from

(Sanctioning Authority)

Reimbursement to the Purchaser / Payment to the supplier may be made as per attached invoice

DR (F&A) / AR (Project)

Enclosure: Invoice (with stock entry certificate)



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
Purchase and Stores Section

Appendix - XIII

Format for Purchase above Rs.25000/- & up to Rs.2.5 Lakh

The Purchase Committee consisting of following members recommends the purchase of following items as per details below:

Name of the item :-----

Unit Price :------(In Rupees-----)

Quantity :-----

Total Cost :------(Qty. x Unit Price)

Source of Supply :-----

Source of Fund : Institute (Budget Head) -----)

(√any one) : Projects (Project No. -----)

PFC Members:

Certified that the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question and it is not debarred by Department of Commerce or Ministry/Department concerned or by IIT(ISM), Dhanbad.

1. Signature----- Name----- Department----- Emp. Code-----	2. Signature----- Name----- Department----- Emp. Code-----	3. Signature----- Name----- Department----- Emp. Code-----
--	--	--

Sanctioned Rs.....from.....
(Sanctioning Authority)

Reimbursement to the Purchaser / Payment to the supplier may be made as per attached invoice

DR (F&A) / AR (Project)

Through: HOD

Enclosure: Invoice (with stock entry certificate)

