System for Digitisation /Scanning of Records

In order to make a digital database of the files of the Authority, which is well organised, easily searchable and occupies minimal space and will also be a move towards a paperless office, those files which are not in current use shall be scanned and digital copies shall be kept for future use.

The System for identification of files for digitising and the process of digitising would be as, described below:-

1. **Identification of files for Digitisation:-**
    - All policy files, not in movement, shall be fully digitised.
    - Files which have not been in movement, for the past one year (pages to be earmarked & list with page nos. annexed)
    - All 'complete' files, for e.g.:-
        - ➤ **Planning Section**
          Files in which:-
          (i)   Completion certificate has been granted.
          (ii)   'Layout' files already executed.
        - ➤ **Land Section**
          Files relating to:-
          -     Land acquired & full compensation distributed
          -     Resolved disputes.
        - ➤ **Industries**
          -     Files Relating to allotment, where all dues are cleared & lease deed is executed/Functional Certificate issued by DIC.
        - ➤ **Estate Management**
          -     File Relating to allotment, where dues are cleared, lease deed is executed/Completion certificate obtained.
        - ➤ **Projects division**
          -     Projects executed and final payments made.
    - **Note: the above list is illustrative and not exhaustive.**
        - ➤ Any other files which may not strictly fall under any of the above categories.

2. **Process of Scanning:-**
    a) **Approval of policy of selection of files and pages:**
        Policy for each Division will be framed by HOD and get it approved by the CEO. Once the policy is approved, files to be scanned shall be approved by ACEO/DCEO within that policy framework.
        Note for approval shall contain:-
        Division:
        Work Relating To:
        File No:
        Total No: of Noting Sheets- (NS)
        No: of Correspondence Sheets (CS)
        Pages to be scanned – NOS: NS-----------------NOS: CS------------
        Total No: of pages to be scanned-

Since, when not in movement -----------(Date)
File Checked & forwarded by:-
(Concerned Clerk)   -(Dealing Officer)
Cross-checked & Certified for digitising   (HOD)

b) **Designation of an officer in the Division for this purpose: Once** approval is granted to the above proposal, officer in-charge of digitising in the Division, shall coordinate with the Agency who is doing this work of scanning, to get the identified sheets, scanned.

c) For this purpose, a detailed register shall be maintained by him. Files with date/details (as above) shall be handed over and taken back from the Agency by the concerned officer. (Performa at annexure A).   A register will be made on which the designated person shall enter the name of the file, Note-sheet nos., page nos. and total pages to be scanned and will get a proper receiving on the register from the Agency doing the scanning.

d) Before issuing any new files, he will receive back the previous files and record on the register that the files received are in order and are complete.

e) The designated officer will also check on the computer that the pages identified have been digitised and note it on the register.

f) A sticker will be put by the designated officer on the file returned indicating the file has been digitised as per approval of the CEO.

g) The digitised files shall be kept for one year in the storeroom before being consigned.

h) During this period, the HOD shall ascertain that all important and relevant papers have been scanned and consignment of the file will not in any way affect the working and certify list of files to be consigned for CEO's approval.

i) The data digitised for each Division shall be stored on at least 3 CD's one will be made available to the HOD and proper receipt shall be taken by the computer section and the 2nd will be kept by an individual identified in the Computer Division. The third copy will be kept in the Administration Division as a record keeping exercise.

j) The data will also be available on the server for ready reference. The access rights will be given to the Manager concerned, Divisional Head, the concerned ACEO/DCEO, and the CEO.

k) The access rights to policy files will be approved by CEO/ACEO.

l) The deletion of data will not be permissible under any circumstances.

m) The Division will also identify search criteria for searching of records, which will be easily identifiable with a set of files and work. This will be set between Divisional Head and System Division and approved by DCEO/ACEO. (for example in Estate and Industry Division, the search can be on basis of Plot Nos. & Sector Nos.)

n) In case after the scanning of files there is a requirement of a paper of that file, a print out of the required paper shall be taken and certified by the manager concerned and a new file shall be made to continue the work .The files once scanned shall be closed and no work shall be done in those files unless specific permission has been granted by the CEO.

o) For reference purposes, the digitised files shall be used by all concerned.

Order No. MSD/SYS/2000/797
Dated : 05/10/2000

1. PURCHASE PROCEDURE

1.1 Administrative approval

Prior to the commencement of each financial year, **Electrical Work Circle** shall prepare a detailed estimate for the year of all the prevalent consumable items of purchase along with product specification where required. The list shall then be got approved from C.E.O/ACEO/ DCEO in keeping with the budget allocated during the year. The Administrative approval will be given as follows-:

- ◆ C.E.O./A.C.E.O/D.C.E.O.   Full Powers for consumable items.
- ◆ GM(PROJECT)   1.00 lakhs for consumables items

Purchases will be made from time to time according to this list .For items not included in this list, separate administrative approval will have to be obtained as above, as and when required.

1.2 PURCHASE PROCEDURE

1.2.1 The material shall be procured only from manufacturer/Authorised Distributor. Financial sanctioning authority is as under-:

- ◆ **C.E.O./A.C.E.O./D.C.E.O.**   -   **Full Power.**
- ◆ **GM(PROJECTS)**   -   **1 lac**

1.2.2. For purchases for consumable items in which regular purchases are made throughout the year, based on the yearly estimates, a tender will be floated and standard suppliers will be selected through whom the purchases shall be made throughout the year. Only manufactures/authorised distributors are allowed to participate in the tendering process. A rate contract agreement shall be entered into with the lowest tenderer and material shall be procured by Sr. Manager (Elect.), as per the monthly requirement. The tender committee for this would be constituted as under:

1. GM (Project)
2. Sr.Mgr (Finance)
3. Sr Manager (Technical)

1.2.3. Purchases On Quotation Basis -.

This procedure will be followed for purchases UPTO Rs 50,000/- in value.
Purchases can be made on quotation basis under the following circumstances

For items of purchase where purchase

- is of urgent nature

  or,

- the value of the items to be purchased is not substantial and therefore tendering would be a costly method

  or,

- is of specialized nature

  or,

- is being purchased from Authorized distributors only.

In other cases CEO's specific permission to do away with the procedure of tender is required.

The quotations will be collected and evaluated by the committee given below if the CEO has accorded administrative approval for purchase and doing away of the procedure for tender .

Committee

➢ GM (Projects)
➢ Sr.FAO
➢ Incharge (Electrical division).

The committee will put up its recommendations to the following for approval

- **DCEO/ACEO**   **For purchases upto 50000/-**
- **CEO**   **FULL POWERS**

1.3   ADHOC PURCHASES:

In exigencies and for ad hoc requirement authorization to purchase consumables in case there is no stock in the store the **divisional heads** can make purchases upto 5000/- at one time but not more than 15000/- in a year, and who shall verify the reasonableness and correctness of rates.

Stocks thus purchased will have to be intimated to the store in-charge and entered into the concerned registers and bills subsequently before the reimbursements/adjustment of advance is made.

1.4   PLACEMENT OF ORDERS

Purchases will be made against a purchase order (format 1) issued by Sr. Manager (Electrical) on the Approved Supplier after obtaining a formal approval as detailed above. The Purchase Order shall be computer generated and shall be issued in TRIPLICATE

i.   For supplier.
ii.   For Finance Division to be attached with the bill .
iii.   office copy

there will be a database for all the purchase order issued.

1.5   Material Receipt & inspection.

1.5.1   On receipt of the material the same shall be inspected for quality and quantity by the following authorities.:

1.7.3 The Asstt. Manager (Store) shall enter the issue details from the indent slips on the format.

2.1 PRESCRIBED RECORDS

The following records shall be maintained by Asstt. Manager (Store). Till such time as the computer program is put in to place the same shall be maintain manually

1.	Purchase order book - electrical	(Format 1)
2.	Material return note(MRN)- electrical	(Format 2)
3.	Purchase day Book and bill payment register - electrical	(Format 3)
4.	Indent slip -electrical	(Format-4)
5.	Store Price Ledger for electrical Consumables.	(Format 5)

2.2 STORE RECORDING SYSTEM

STORE RECORDING SYSTEM

As provided in the charter of duties, responsibility for purchasing of all Consumables item of Electrical for Street light maintenance of GNIDA, rests with **Electrical Work Circle.** They are also responsible for maintaining for the same. There shall be 2 store priced ledgers (Format-5) for consumables and one scrap register format -6 to be maintained in this section-:

3.0 STORE PRICED LEDGERS

a) **Electrical store priced ledgers** : - Tubes, Bulbs, Chocks, wire, fittings all electrical spares.
Entry in the Store priced ledger shall be made immediately on receipt of the consumable in store.

Cols 1 & 2   Give reference to the purchase order issued on the supplier.

Cols 3 to 8   Shall give full details of purchases made.

Cols 9- 14   Shall give full details of Consumables issued. I n the column relating to issue particulars (col. 10) the name of indenter shall be recorded.

Cols 15- 17   Provide details of balance in hand.

The valuation of stock shall be made on Weighted Moving Average method.

b) **Scrap register.** Shall constitute of items of fixed assets and other consumable, which have been scrapped and returned to store.   (Format 6)

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4.1. Management information system-:

The following reports will be generated through the computer at the frequency mentioned and sent to the Finance Division for making the financial entries and Budget monitoring and MIS Division for monitoring.

a)	Stocks status report	monthly	(Format ADM SS-MIS-01)
b)	Stock consumption report	monthly	(Format ADM SS-MIS-02)
c)	Budget utilization report	monthly	(Format ADM SS-MIS-03)
d)	Stock verification report	annual /surprise inspections.	(Format ADM SS-MIS-04)

5.1.0 Disposal of Scrap material : -

5.1.1. A committee of the following officers shall be constituted for disposal of the items entered in the scrap register.

1. Sr. Manager (Elect.)
2. Sr. Manger (Tech.)
3. Sr. Finance & Account Officer

i) The committee will verify the scrap material from scrap register and ensure the destruction of the items having nil value in their presence on last day of each month.

ii) Items having some scrap value, the committee shall verify the quantity every month and said material will be auctioned every six months.

STOCK REPORT   -MONTHLY REPORT

GM (Fin)
GM(M.S.D.)

Month--------------- year ------

S. No.	Item	Item code	Min stock i.e E.O.Q.	STOCK				VALUE Of stocks	
				opening	purchased	issued	Closing balance	Rate	Value

Signature

(Dy. Manager)

BUDGET UTILISATION REPORT

MONTHLY   **(Format ADM SS-MIS-03)**
Month   year

GM(FIN)
GM(MSD)

S..no.	Item name	Item code	Total Budget	Purchases This month	Purchases upto the month	Budget available	Remarks

Signature

(Dy. Manager)

ANNUAL REPORTS

STOCK VERIFICATION REPORT

G.M. (Fin)
G.M.(M.S.D.)

Month----------- year ----------

S.NO.	STOCK AS PER BOOKS	STOCK AS PER PHYSICAL	EXCESS/DEFICITS	REMARKS

SIGNATURE

SIGNATURE

(Dy. Manager)

MGR (FIN)

STORE CONSUMPTION REPORTMONTHLY

GM(Fin)
GM(MSD)

FOR THE MONTH

NAME OF DIVISION :-

ITEM	ITEM CODE	QTY FOR THE MONTH	VALUE FOR THE MONTH	CUMULATIVE QTY.	CUMULATIVE VALUE

Signature

(Dy. Manager)

ITEM CATEGORY-
Format for Purchase Day Book

DATE	P/O.No.	Supplier of Name	Name of item	Item code	Challan No.	Bill No.	Qty. billed
Qty. Rejected/ Short Suppl.	Qty. Accepted	Rate	Value	Payment Date	Chq./Case	Purchase Order No.	

MATERIAL RETURN NOTE (MRN)

TO ,

STORE/SUPPLIER

MRN/No.
Date :-

Bill No.	Item	Qty. Rejected	Reason for rejection

Signature Store Incharge

Received material

Signature of supplier

STORE PRICED LEDGER

Date	Purchase order no.	Date	Name of supplier	Inv. No.	Qty.	Rate	Value
1	2	3	4	5	6	7	8

Date	Issue particulars	Inv. No.	Qty.	Rate	Value	Qty.	Rate	Value
9	10	11	12	13	14	15	16	17

SCRAP REGISTER

FOR ITEM TYPE_____

DATE	ASSET NO.	DETAILS	RETURNI NG DIVISION	MRN NO.	RECIEPT NUMBER ISSUED	BOOK VALUE	DISPOSAL PARTY RATE

FIXED ASSETS REGISTER

Date	Purchase Order No	Date	Name of Supplier	Inv. No.	Qty.	Rate	Value	No.	Location	Asset No.	Date	Value
1	2	3	4	5	6	7	8	9	10	11	12	13