



**Indian Pharmacopoeia Commission (IPC)**  
Ministry of Health and Family Welfare, Government of India  
Sector – 23, Raj Nagar, Ghaziabad-201002

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**STORES DIVISION**

At Indian Pharmacopoeia Commission, there is a dedicated Stores Division, which is consistently acting as backbone of organisation. Growing year by year putting its all efforts towards achieving IPC objective, Goals & mission & at the same time assisting various divisions to uprisings the name of IPC not only at national but also at international platform.

The Stores Division is consistently engaged in planning, acquiring, storing, moving and controlling of materials as per the requirement of the organisation in accordance of General Financial Rule- 2017 and other govt. notifications from time to time. **It has various objectives as under-mentioned:**

- To ensure continuity of Testing & Analysis works and other operations by providing steady supply of consumable & materials.
- To ensure right quality of Goods & Services are procured at reasonable price thru potential source/ GeM as per institute's requirement.
- Effective Management of Inventory for all kind of Consumable, Non-consumable & Miscellaneous items.
- Effective repair and maintenance of Lab Instrument, Equipments, IT Products & General Purpose Office facilities.
- Effective Building Operation and Maintenance.
- Disposal of Obsolete, Unserviceable & Spares Goods thru opting appropriate mode of disposal.
- Facilitating logistic supports to all divisions for conducting various Training, Seminar and Meetings with stakeholders.
- To maintain cordial relations with potential vendors/ suppliers.
- To work in close coordination with other departments.

## **KEY ACTIVITIES OF STORES DIVISION:**

The key activities of stores division **may be broadly classified as:**

1. Procurement Activities
2. Awarding Maintenance Contract Activities (AMC / CMC)
3. Repair and Maintenance Activities
4. Inventory Management for all kind of Stores and IPC Assets
5. Condemnation and Disposal of Obsolete/ Unrepaired goods.
6. Time to Time Physical Verification of Stores
7. Facilitating other divisions with various types of services.
8. Record Keeping associated to above mentioned works.

These activities are performed regularly by store professionals with the objective of fulfilling organisation's materials and services needs.

## **KEY STEPS OF PROCUREMENT CYCLE:**

*The following steps that constitute the **procurement cycle** are as follows:*

- Recognition and Need Assessment
- Selection of Source by RFQ ( Request for Quotation) as per requisite specification
- Processing Note sheet for approval
- Placing supply order & work order
- Contracting with the approved source
- Follow up with the source
- Shipment tracking
- Receiving and inspecting material
- Storage & stock inventory
- Issuance to requisite divisions
- Payment and closure of the case

## **BROAD CLASSIFICATION OF STORES AT IPC:**

All goods for procurement are classified into two categories:

- (i) Non-Consumable Stores (NCS),
- (ii) Consumable Stores (CS).

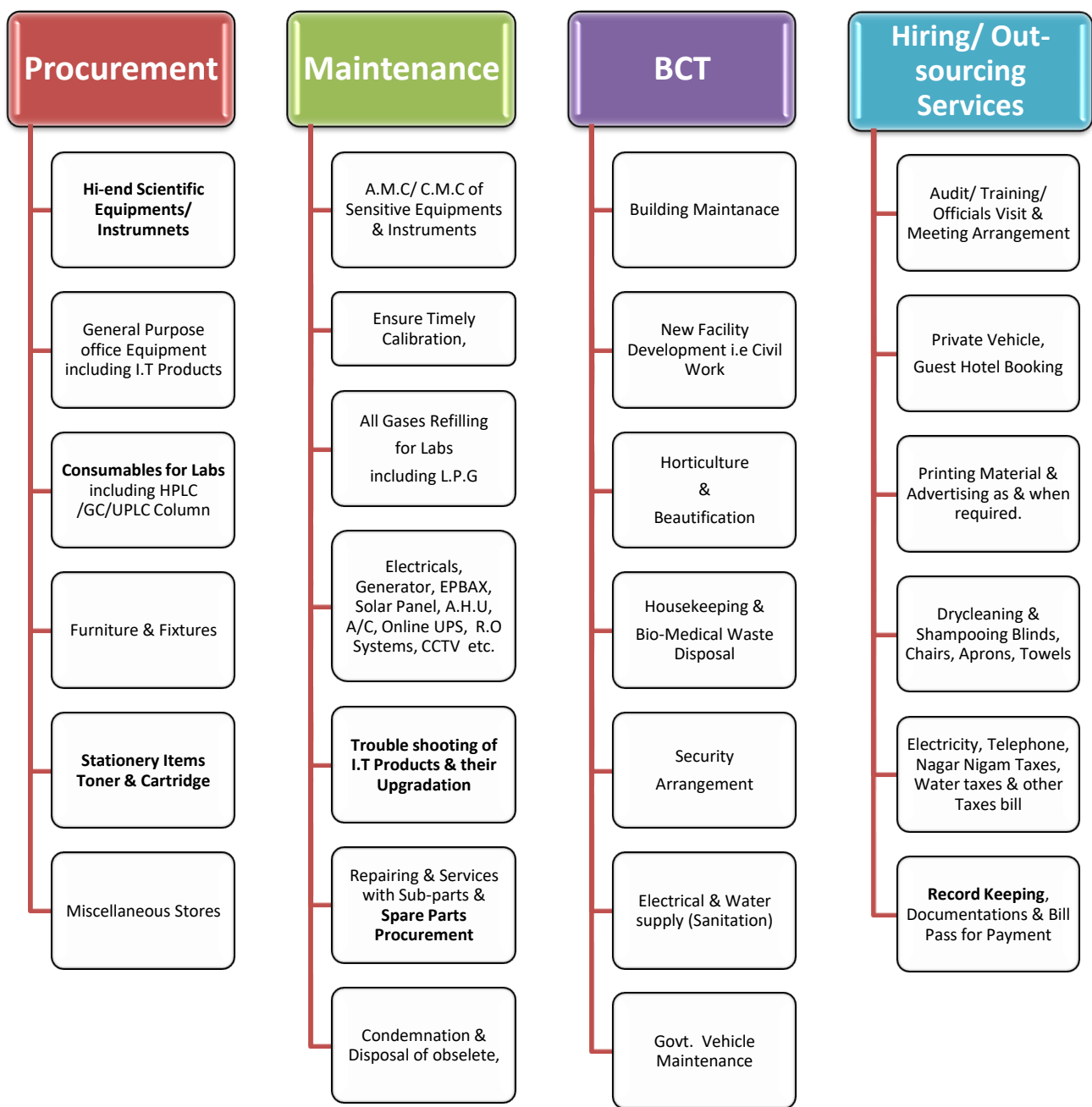
Which are further classified into various sub-categories i.e.

- a) Non-Consumable Stores
- b) Chemical Store
- c) Plastic & Glassware Stores
- d) Stationary Stores
- e) Miscellaneous Stores
- f) Maintenance Stores
- g) Scrap Stores

And stocks of procured goods are entered in respective Stock Registers for Stock in & Stock out.

**Key Activities Chart:**

The key activities charts of stores functioning are as follows:



**Inventory Flow Chart:**

