**Flow Diagram (Department/Directorate)**

1. **Service Name - Stock Allotment (Department/Directorate)**

**Department/Directorate**

1. **Initiate item allotment to Zonal.**

API-1 get opening balance

**Zonal OFFICE**

**2. Accepted**

API-2 Update stock Register

END

**Description**

**STEP 1:** Department/Directorate Office initiate allotment of item to Zonal.

**STEP 2:** Zonal office will accept the application.

**2. Service Name - Stock Updation on Direct Purchase/Rejected items (Department/Directorate).**

**Department/Directorate**

**OFFICE SECTION**

**(HEAD CLERK)**

1. **Entry of items**

**Department/Directorate**

**OFFICE**

**2. Approved**

**API3-update stock register on direct supply**

**OR**

**API4-update stock register on rejected items**

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END

**Description**

**STEP 1:** Department/Directorate Office Section (Head Clerk) enters the details of direct purchase from the source

**STEP 2:** Department/Directorate Office will approve the application.