GENERAL POLICY

* Only authorized persons shall have access to the Store House
* Store house shall not be kept open unattended during working hours.
* All materials will be issued on First-in-First Out (FIFO) basis
* All materials will be received at the store house and person / department concerned will be notified promptly on receipt
* All materials should be stacked properly.
* All materials approved after inspection shall be stored in the designated locations
* Hazardous materials are to be stored separately.
* All materials rejected shall be kept at a designated place and arrangements for their disposal made on the advice of concern purchasing official.
* Expensive and attractive articles should be stored in steel cupboards and always locked up.
* Items issued on loan should be periodically verified with loan records. Capital items must be periodically checked with capital inventory
* A Gate pass should be made for taking out materials. These should be signed only by authorized persons
* Uniforms to the trainees will be issued at the time of enrolment on returnable / non returnable basis as per instructions of HR.