

Part I - Instructions for maintaining stores by Cardex System

1. **Classification of Stores:**

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| 1.1 | Asset | Vehicles, machinery, equipment, furniture and fixture which remain unchanged over a very long period of usage and which are fairly costly. |
| 1.2 | Non-consumable | Tools, instruments, smaller items of furniture/stationery and fixture which remain unchanged over a limited period of usage and have a limited life and are relatively inexpensive Non-consumable stores are entered into PIC/DIC (vide clause 8.5) after issue and are returned to store after use. |
| 1.3 | Consumable | All raw materials which are either consumed or cut/trimmed/mixed resulting in change in volume or size or weight because of usage. |
| 1.4 | Exhibits | Models, instruments, equipment of other exhibits which are placed in galleries/parks/mobile exhibitions/temporary exhibitions for display or preserved in store (exhibits shall be preserved in a separately marked area in the stores) are to be treated as asset. This class of stores will have a different indexing system which is explained in part II. |
- 1.5 Books, films, recorded tapes and cassettes are also to be treated as asset. The indexing system for this class of stores is explained in Part III.
- 1.6 Buildings along with fixtures, fencing, structures which are constructed by a contractor and are entered into a measurement book (M.B.) shall not be entered into stock card in stores. Only such doors/windows/fixtures etc. which are purchased by the museum/centre directly from market and fixed without going through an M.B. shall be entered into stock card under asset.

2. **Indexing System:**

Each stock card bears a unique number such as A.B.A.1 or N.O.C.3 or C.L.S.2 etc.

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| 2.1 | The first letter A or N or C denotes its class i.e. whether the item is an asset (A) or non-consumable (N) or consumable (C) store. |
| 2.2 | The second letter indicates the Group, i.e. whether the item relates to Building (B), Furniture (F), Laboratory (L), Office (O), Vehicle (V), or Exhibit (X). Details are given in item 3. |
| 2.3 | The third letter in stock card number indicates the Sub-group with the first letter of the particular item of stores i.e. for Lathe Machine it is L but for Bench Grinder it is G (and not B). One has to choose the key work carefully and put that first. Thus bench grinder shall be written as grinder, bench. |
| 2.4 | The numeral in fourth place indicates serial number of the card in that particular sub-group of items starting with the same letter of the alphabet (see 2.5 for examples). |

2.5 **Examples:**

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| A.F.A.1 | Asset, Furniture, Almirah, steel, full size (for the sake of simplicity use same card for with or without locker, with or without mirror) |
| A.F.A.2 | Asset, Furniture, Almirah, steel half size |
| A.F.A.3 | Asset, Furniture, Almirah, steel, with glass front (used in library) |
| A.F.A.4 | Asset, Furniture, Almirah, wooden, with glass front |

Another example

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| N.O.B.1 | Non-consumable, Office, Bag, leather (not leather bag) |
| N.O.B.2 | Non-consumable, Office, Bed sheet 54"x90" |
| N.O.C.1 | Non-consumable, Office, Calendar, Desk (not desk calendar) |
| N.O.T.1 | Non-consumable, Office, tray, ash (not ash tray) |

Another example

C.L.C.1 Consumable, Laboratory, Capacitor, 8 mfd, 250 volts

C.L.C.2 Consumable, Laboratory, Capacitor, 1000 mfd, 12 volts

C.L.P.1 Consumable, Laboratory Paint, NC, red

C.L.P.2 Consumable, Laboratory, Paint, NC, white

C.L.P.3 Consumable, Laboratory, Paint, acrylic, white

3. Classification of items:

- 3.1 Class (A,N,C) and Group (B,F,V,L,O,X) of a particular item are determined as indicated in clauses 2.1 and 2.2. Each group is booked under a specific budget head as indicated below:

Group	Asset A	Non-consumable N	Consumable C
Building B	PL - 4	3 (iii) a	3 (iii) a
Furniture F	PL - 5 (I)	3 (iii) d	3 (iii) d
Vehicle V	PL - 5 (iii)	3 (iii) c	3 (iii) c
Laboratory L	PL - 5 (iv)	3 (ii) e	3 (ii) e
Office O	PL - 5 (iv)	3 (I) a	3 (I) a
Exhibit X	PL - 5 (v) b	PL - 5 (v) b	PL - 5 (v) b

- 3.2 Exhibits or equipment which are straight-away placed on display after purchase are all booked under PL-5(v)a and are entered into store record under a different indexing system as indicated in Part II. Such items are not entered into asset cards bearing the number A.X.
- 3.3 When a composite exhibit is made in the museum/centre and some components, may be of asset or non-consumable or consumable nature, are purchased for making the exhibit, such components are booked under PL-5(v)b and entered into store under the card number A.X or N.X or C.X depending on its class.
- 3.4 **A.B** or Asset Building includes permanent fixtures, partition walls, doors, windows, sanitary & plumbing fittings, electric fans, light fittings (but not replacement lamps), H.T. and L.T. power transformers, heavy generators for buildings (but not portable generators which are classified under A.L), auditorium chairs (but not conference room chairs/tables which are classified under A.O.) carpets, built-in P.A.system in the building (not portable system which goes under A.L), fibreglass umbrellas, geodesic domes, animal/birds cages in park, lawn mower, floor clearing/polishing machine, air-conditioning plants, window air-conditioners, desert coolers, water coolers, water heater fixed on water, big kitchen equipment etc. - if not recorded in measurement book (M.B.).
- 3.5 **N.B.** or Nonconsumable Building materials includes garden implements, sanitary & plumbing tools, drinking water filters, immersion heaters, room heaters, hotplate, small kitchen appliances, dormitory appliances, crockeries, Cutleries etc.
- 3.6 **C.B.** or Consumable Building materials include sand, brick, cement, stone chips & other building materials; soap, phenol, duster, brooms, mopping cloth & other conservancy materials; garden earth, fertiliser, seeds, plants, animals and animal feed & other materials for park maintenance; materials for maintenance of water supply system; replacement lamps, holders, starters and other materials for electrical maintenance - such items which are not included in M.B.
- 3.7 **A.F** or Asset Furniture includes almirahs, book cases, filing cabinets (but not kit cabinet which goes under A.X and cardex or catalogue cabinet which go under A.O. tables (but not work tables (which go under A.O.)), chairs (not folding, cot & mattress, file racks (but not storage racks which go under A.O.)).
- 3.8 **N.F** or Nonconsumable furniture includes steel paper tray, camp cot, stools, letter box, small side tables, inexpensive meat safe, inexpensive folding chairs (wooden or steel), etc.
- 3.9 **C.F** or consumable furniture materials include raw materials for repair and maintenance of furniture e.g. varnish, paints, hardware etc.
- 3.10 **A.V** or Asset Vehicle includes bicycle, motor cycle, scooter, staff-car, jeep, minibuss, MSE bus, driving unit etc.
- 3.11 **N.V** or Non-consumable vehicle materials include tools, jack, spare wheel (not tube and tyre), luggage carrier and other attachment to vehicles.
- 3.12 **C.V** or Consumable Vehicle materials include spare parts, tyre, tube, battery and other materials for repair and running of car, Petrol/Diesel, mobil and servicing materials required at the time of servicing are not entered into stock.
- 3.13 **A.L** or Asset Laboratory includes all equipment and costly instrument required for use in Exhibit Development Laboratory in mechanical, electrical, electronic, art and design sections. These shall include all workshop machines e.g. lathe, shaper, milling machine, power saw, pillar drill, bench drill, electric gun drill, bench grinder, shearing machine, bending machine, woodworking machines, anvil,

furnace (but not hand tools e.g. hand drill, hand grinder, hacksaw, tap & die set etc.), signal generators, oscilloscope, projectors and recorders (for laboratory use only), computers, TV & VCR, portable generators, ammonia printing machine, enlarger, camera, and such other costly equipment. Care shall be taken that such equipment or instrument which are not used in laboratory for testing or making of exhibits but are placed inside an exhibit as its component part shall be classified under A.X as explained in clause 3.3.

- 3.14 **N.L** or Non-consumable Laboratory material shall include all non-perishable hand tools, multimeters, soldering iron, drawing instruments and such other tools and inexpensive instruments (but not exhibit components) required in mechanical, electrical, electronic and art sections of exhibit development laboratory.
- 3.15 **C.L** or Consumable Laboratory materials shall include all consumable and perishable raw materials required for maintenance of exhibits laboratory. Raw materials required for making exhibits shall however go under C.X.
- 3.16 **A.O** or Asset Office shall include equipment used for office work e.g. type writer, duplicating machine, cardex cabinet, catalogue cabinet, workshop tables, racks for storage, storage bins, binding machine, bradma machine and such other office equipment.
- 3.17 **N.O** or Non-consumable Office materials include all non-perishable stationery items e.g. scissors, staplers (but not staple pins which go under C.O.), punch, paper weight, pen stand (but not pens which go under C.O.), paper cutter, etc.
- 3.18 **C.O** or Consumable Office materials include all perishable stationery items e.g. paper, envelope, pencil, pen, eraser, pin, clip, letterhead, cello tape, etc.
- 3.19 **A.X** or Asset Exhibits include equipment or costly instruments e.g. computers, TV, VCR, projectors, stroboscope, oscilloscope, transformers 0.5 KVA and above, motors ¼ h.p. and above with or without gear box, power supply units for exhibits, extruded aluminium sections or other kinds of exhibit display structure, and such other asset items with which exhibits are made.
- 3.20 **N.X** or Non-consumable Exhibit includes smaller transformers, smaller f.h.p. motors, air break contactors, relays, small pumps, blowers, panel meters and such other non-consumable items with which exhibits are made.
- 3.21 **C.X** or Consumable Exhibit materials include pvc coated panels, laminated panels, lamination sheets, ply boards, timber, blockboards, glass, acrylic, thermocole, fibreglass materials, all hardware materials, paints, adhesives, electronic components, push button switches (power line materials e.g. lamps switches etc. are in C.B. or N.B.), photographic raw materials, raw materials for art section and such other consumable materials with which exhibits are made.
- 3.22 A list of asset items with possible cardex no. and budget head is given in **annexure 1** for guidance. For asset items, not included in the list, a clarification may be obtained from Secretary, NCSM before opening a new asset card.

4. Arranging Stock Cards in Cardex Cabinets/Folders:

4.1	Class	Stock cards should first be sorted in three classes according to the first letter (A,N,C) (vide 2.1) and separate Cardex Cabinets or folders are to be maintained for different classes.
4.2	Group	Cards in a particular class will be sorted in different groups according to clause 3. Such groups are to be arranged alphabetically in Cardex trays or folders. For example, cards in group L should precede those in group O.
4.3	Sub-group	Cards in a particular group will further be sorted in different sub-groups according to the first letter of the item (vide 2.3) and arranged in Cardex trays or folders alphabetically. For example, cards in sub-group L.A should come first and then sub-group L.B, L.C etc. will follow in order.
4.4	Serial No.	Cards in a particular sub-group will be arranged in Cardex trays or folders according to the serial number shown in the fourth position of stock card no. (vide 2.4). For example, cards in sub-group O.C. will be arranged in this order – O.C.1, O.C.2, O.C.3 etc. etc.
4.5	Between two sub-groups, some empty flaps should always be kept to accommodate new cards.	

5. Opening of New Stock Cards:

- 5.1 First decide the class (A,N,C) and group (according to clause 3) of a particular item. If in doubt, consult the computerised list issued from time to time.
- 5.2 The sub-group is determined by the first letter of the item but one has to be careful in writing down the name of the item by putting in the first place the most important word, the **keyword**, that distinguishes the material.

Examples:

Steel filing cabinet shall be written as Cabinet , steel filing (A.F.C)	
Wooden display cabinet	Cabinet , wooden display (A.X.C)
Cane seated steel chair (include half arm, full arm, s arm, no arm all in one card for the sake of simplicity)	Chair , steel (A.F>C)
Fibreglass chair (One card for with/without arms, cushion or desk)	Chair , polyprop (A.F.C)
Steel file tray	Tray , steel file (N.F.T)
Cathode ray oscilloscope	Oscilloscope , cathode ray (A.L.O) or A.X.O)
Unicorn microcomputer	Computer , unicorn micro (A.L.C) or (A.X.C)
IBM personal computer (PC)	Computer , IBM, personal (A.L.C) or (A.XX.C)
Large screen video projector	Projector , video, large screen (A.X.P)
Film projector 16mm	Projector , film, 16mm (A.X.P)
Band saw machine	Saw , band, machine (A.L.S)
Pedal fret saw	Saw , fret, pedal (A.L.S)
Fret saw blade	Saw , fret, blade (C.L.S)
Carpenter's saw	Saw , carpenter (N.L.S)
Firmer chisel	Chisel , firmer (N.L.C)
Cathode ray tube	Cathode ray tube (not tube, cathode ray) (N.X.C)
Gas discharge tube	Gas discharge tube (not tube, gas discharge (N.X.C)
Vacuum tube	Vacuum tube (not tube, vacuum) (N.X>C)
Wire would resistance	Resistor , wire would (C.X.R)
Carbon resistance	Resistor , carbon (C.X.R)
Carbon rod	Carbon , rod (C.X.C)
Carbon brush	Carbon , brush (C.L.C)
Mica capacitor	Capacitor , mica (C.X.C)
Mica sheet	Mica , sheet (C.L.C)
Wood screw	Screw , wood, 12mm or 25mm etc. (C.L.S)
Acrylic hardware	Acrylic , tube or rod or sheet (C.X.A)
Brass hardware	Brass , tube or rod or sheet etc. (C.X.B)
Mild steel materials	Steel mild, rod or tube or sheet etc. (C.X.S)

(Similarly hardware materials of aluminium, copper, bronze, gun metal, platinum, nichrome, galvanised iron etc. shall be classified by putting the name of metal first)

- 5.3 The serial number of a new card will be given in continuation with the existing last card in that particular sub-group.
- 5.4 One card is to be maintained for a particular asset item. All subsequent purchases are to be entered in the same card.

Such asset items which are entered into the same card shall have a three digit serial number for identification of each item. For example, all full size steel almirahs are entered in the same card A.F.A.1 but each Almirah shall be numbered separately as A.F.A.1.01, A.F.A.1.02, A.F.A.1.03, A.F.A.1.12 etc.
- 5.5 One card is to be maintained for a particular item of non-consumable and consumable stores. Fresh supplies at subsequent times should be entered into the same card instead of opening new cards.
- 5.6 Separate cards are to be maintained for the same kind of materials but with different specifications of material and size. For example screw, wood, 1" and screw, wood ¾" and screw, machine, ¾" should have separate cards.
- 5.7 In some cases where material are not used very frequently and differ in specification nominally, one card may cover two or three such items. For example, letter box 8"x6" and letter box 18"x12" can be entered in the same card with a clear mention about their identification numbers and locations in the stock card. Similarly full size steel Almirah with or without locker may be entered in the same card with a clear mention of their identification number. One card may be used for entering full arm, half arm or without arm steel chairs with cane seat.

- 5.8 Whenever different components are purchased for a particular machine or equipment, they should be entered in the respective asset card and **not** in separate consumable or non-consumable cards.

Examples:

- a) Gas cylinders, regulators, welding torch, trolley etc. shall be entered in the same card marked 'Gas Welding Set', showing the items under the list of accessories.
 - b) Microphone, amplifier, amplifier rack, loudspeakers for a single Public Address System shall be entered in a single card named 'Public Address System'.
 - c) Similarly, duplicating machine and its cabinet shall be entered into one card. Cot and mattress shall be in one card.
 - d) Parts of a vehicle and tools purchased initially with the vehicle shall be entered in the card for that particular vehicle and not separately in a consumable card.
- 5.9 Spare parts purchased for replacing a part in a particular machine shall be entered as consumable materials in consumable stock cards in respective groups.

6. **Preservation of records :**

- 6.1 Whenever a new card is opened its number must be recorded in the **Master List of Stock Cards** which will be maintained separately for each class of stores (A,N,C) in **well bound registers**. The Master List showing sl. No., date of opening, stock card number and item of stores can be consulted if a card is suspected to have been lost or misplaced.
- 6.2 When a stock card is completely filled up after use, a fresh stock card will be opened with the same number after making necessary entry in the Master List. The old and used stock card will be removed from the cardex cabinet or folder and kept serially in a file in a secured place ensuring that no loss or damage occurs to such old cards at any time.

7. **Receipt of Stores :**

- 7.1 When materials are received at store, the quantity, quality and specifications ordered for are to be checked carefully and all discrepancies shall be recorded in details on all copies of challans. Entries shall immediately be made into Daily Receipt Register (DPR) which shall be a bound volume indicating date, supplier's name, item, qty, rate, challan/RR no., cardex card no., signature of storekeeper. Suppliers shall be persuaded for quick replacements. Proforma of DRR is given in **annexure 2**.
- 7.2 Materials shall be quickly got inspected by the indenter or any other qualified officer and his inspection certificate is to be recorded on the bill. Sample of inspection certificate is indicated in **annexure 3**.
- 7.3 Entries shall then be made on the cardex card after determining its class, group and sub-group. In case of any doubt, the indenter shall be consulted for its use. Stock entry certificate shall then be given on the bill indicating therein the cardex number. The cardex no. shall also be recorded in D.R.R. Sample of stock entry certificate is given in **annexure 3**.

8. **Issue of Stores :**

- 8.1 All materials in store shall remain under secured custody of the storekeeper/store supervisor or store clerk. No material shall be taken out of store without a valid issue slip bearing a unique sl.no., date, name of item, quantity, purpose of issue, signature of receiver and signature of an officer/supervisor who approves the issue. Sample of issue slip is given in **annexure 2**.
- 8.2 Issue of materials from store shall normally stop one hour before the closing of stores (unless something is required very urgently) and the store clerk/store keeper/store supervisor shall enter into the issue side of cardex cards, the quantity, date and issue slip no. of all stocks issued that day. Officer-in-charge of stores shall check this at least twice a week to enable that **no backlog** accumulates in stores in this regard.

- 8.3 All assets which are not easily portable e.g. Almirah, file cabinet lathe, TV, Enlarger etc. are to be recorded, when issued by an officer, in a Divisional Inventory Card (D.I.C) indicating name of Division/Gallery, name of officer-in-charge, item issued, quantity, total cost, cardex no., issue slip no. date of issue, location and signature of officer who issued it out (**annexure 4**). When returned, the item shall be struck off with signature and store return slip no. (see clause 13).
- 8.4 All assets which are easily portable e.g. camera, portable type writer etc. are to be recorded, when issued by an officer, in a Personal Inventory Card (P.I.C) indicating same details as in D.I.C. but shown against a person, rather than a division/gallery (**annexure 4**).
- 8.5 All non-consumable stores, issued out of stores, shall be recorded in P.I.C. of individual person. No entry is to be made for consumable stores.
- 8.6 D.I.C. shall be maintained separately for each division/gallery and P.I.C. for each individual. In the event of transfer, resignation, retirement or termination of services of an individual, his P.I.C. and D.I.C. if he/she is in charge of a division/gallery are to be checked carefully and all stores are to be returned before giving a Non Demand Certificate.
9. **Bin Control :**
- 9.1 Maximum (36 months' consumption) and minimum (3 month's consumption) levels shall be fixed for every non-consumable and consumable item (not for assets) by the officer in charge of store in consultation with respective indentors and such data shall be recorded in cards as well as bin cards placed in bins.
- 9.2 Storekeeper/Store Supervisor shall check for minimum level every time, when entries are made in cardex cards on issue of materials. Whenever the minimum level is reached, the store officer shall fill up an indent for replacement and submit to the indenting officer, who shall place it to the Purchase Section if such materials are still required for work.
10. **Marking & Verification :**
- 10.1 While entering into cardex card, Stores Officer shall ensure that all assets are distinctly marked with the cardex number with the help of indelible paint. This must be done before issuing out the material and such identification numbers are to be recorded in issue slip, issue side of cardex card, P.I.C./D.I.C. when it is issued. In case of assets already issued out without such numbers marked on them, this exercise has to be completed in every museum/center without delay.
- 10.2 Physical verification of all assets, either in store or issued out, shall be conducted once in every Year.
11. **Unserviceable Stores :**
- Materials declared unserviceable by a competent officer/committee shall be taken out by an issue slip duly marked as 'unserviceable stores' and signed by the competent authority. They shall be kept in a separately marked place in the store and a list of all such materials shall be maintained to facilitate their disposal.
12. **Transfer of Stores :**
- Items of stores shall be transferred from one museum/center to the other only by stores transfer slip given in **annexure 5**. Such items shall be entered in the receipt or issue side of the stock card as the case may be. Transfer slips shall be carefully preserved in a file for audit and physical verification.
13. **Return of Stores :**
- Assets and non-consumable stores shall be returned to the stores (unless they are permanently installed in the building, laboratory or gallery or included in an exhibit as its component) through a store return slip (proforma given in **annexure 6**) when they are no longer used or when a staff member resigns, retires or otherwise ceases to be in the payroll of the museum/center. This is necessary for obtaining a 'no demand certificate' from the store.
14. **Increase in stock :**

Certain items of stores such as plant cuttings, animals, birds etc. may increase in number due to breeding. Such increases shall be entered into receipt side of the stock card, every six months after conducting a physical verification by S.P.O. In case of death of animals/birds a proper recording shall be made on the issue side.

15. Precautions :

- 15.1 All stock cards and DIC/PIC including old and discontinued cards should be kept secured under lock and key under the charge and responsibility of the Store Keeper and will be checked and verified by a Store Supervisor and Stores & Purchase Officer at least once a year before the physical verification of stores is conducted.
- 15.2 At the time of opening a new card the Store Supervisor/Officer must physically check it and put his/their initial(s) on the new card after ensuring that proper entry has been made in the **Master List** and correct numbering has been done as per **clause 3** and the computerized list issued from time to time.
- 15.3 All corrections made in stock cards and DIC/PIC must be duly initialed by Store Supervisor/Officer.
- 15.4 In addition to Stores & Purchase Officer/Purchase Assistant/Stores Supervisor/Store Keeper, all Curators and Technical/Exhibition/Education Officers must study this manual to ensure that correct nomenclature of item is recorded by them in the purchase indent and that nomenclature is followed all through up to the stock entry. It is also important for all concerned to ensure that materials are booked in proper sub-heads of account as indicated in **clause 3** and computerized list.
- 15.5 Extreme care shall be taken by the stores personnel to record the correct nomenclature of items as the entire numbering system may be upset with a wrong nomenclature. In case of confusion, stores personnel must always consult the indenter to know the usage (to determine the class and group) and the correct name (to determine the sub-group) of an item.

16. Updating of Computer :

- 16.1 Computerised lists shall be issued from NCSM Headquarters on the items of stores existing in different museums/centers of NCSM. All indentors and stores personnel are advised to examine the list carefully every time an item is purchased and use the existing nomenclatures instead of giving new names of the same material.
- 16.2 In case some new items are purchased which are not found in the computerized list, they shall be carefully classified and a note shall be sent to the Secretary, NCSM, for inclusion of the new items in the computer. Revised computer lists shall be circulated to different units from time to time to keep everybody abreast of new nomenclatures.

17. Asset Register :

- 17.1 Officer-in-Charge of Stores shall prepare, continuously update and maintain separate asset registers for Furniture (F), Vehicle (V), Laboratory Equipment (L), and Office Equipment (O), on the proforma shown in **Annexure-7**. The proforma shall include Serial No., Date of Receipt, Order No. & Date, From whom Received, Bill/Voucher No. & Date, Description, Quantity & Rate, Value, Location, Cardex No., Signature and Remarks.
- 17.2 The asset register for works & services shall be prepared, updated and maintained by the Asst Executive Engineer or in his absence by the Project Coordinator responsible for the center.
- 17.3 Asset register for books, films and video shall be maintained by the Library section of the respective unit. Separate folios shall be kept for books, films and video indicating date of procurement, title, source from which procured, cost, number in stock, location and signature of officer. Detailed instruction for inventory of books, films and video are being issued separately.
- 17.4 Exhibits shall be documented by the concerned Curator according to instructions which are being issued separately. Asset register for exhibits shall be prepared, updated and maintained by the Officer-in-Charge of Stores from documentation card of exhibits as per procedure laid down in item 18 below.

18. **Asset Register for Exhibits :**

- 18.1 Asset register for exhibits shall be maintained in the same format as indicated in **Annexure-7**.
- 18.2 All exhibits which after purchase are straightaway placed for display shall be booked under PL-5(v)a and shall be directly entered into asset register without entering into any cardex card. Exhibits which are procured from outside source on long term loan or on donation shall be first valued by the committee as indicated in item 18.4 below, and then entered directly into the asset register along with this valuation.
- 18.3 All exhibit components which are purchased for preparation of exhibits in the departmental exhibit development laboratory shall be booked under PL-5(v)b and shall be entered into stock with a cardex entry as indicated in items 3.19, 3.20 and 3.21. Such items shall not be entered into asset register, but shall be capitalized according to the process explained in item 18.4 below.
- 18.4 In early September and early March of every year the value of all models and exhibits fabricated in the departmental Exhibits Development Laboratory shall be assessed by a committee consisting of the Director, concerned Curators, Technical Officers, F&A Officer and Stores & Purchase Officer. The committee shall not attempt to do any elaborate job costing for the exhibits but shall utilise its cumulated experience in evaluating the cost of an exhibit, had it been fabricated by an outside exhibit maker. While evaluating the cost of exhibits the committee shall take into consideration the following:
- (i) direct cost of costly components used in the exhibit, the value of which shall be obtained from stock cardex card as such components purchased under PL-5(v)b are entered into stock with a cardex number.
 - (ii) Estimated cost of small components, hardware etc.
 - (iii) Estimated cost of labour, direct and indirect, including time spent for design, art work and other ancillary labour involved.
 - (iv) Cost of exhibit shall be evaluated for the entire exhibit including display stand, components, graphics, audio-visual etc.
- 18.5 The value statement prepared by the committee shall be first approved by the Director and then sent to stores as well as accounts section. On receipt of this value statement, Officer-in-Charge of stores shall enter the exhibit into asset register.
- 18.6 On receipt of this value statement from the committee the account section shall adjust the value of such models and exhibit from PL-5(v)b to PL-5(v)a. If the value of models and exhibits so assessed is more than the balance available under PL-5(v)b because of large labour component the excess amount shall be adjusted by debiting the asset head in the Balance Sheet and crediting the Capital Fund by opening sub-head "Value of Assets created in excess of Capital Expenditure under PL-5(v)b".
- 18.7 If any model or exhibit is transferred to other centers it shall be so done through store transfer voucher indicating the value of the exhibit. The Officer-in-Charge of stores from where the exhibit is transferred shall record in the asset register the store transfer voucher no. and the name of center where it is transferred. He shall forward copies of the transfer voucher to both Finance Officers for adjustment in the Balance Sheet.
- 18.8 In the event of such transfer of models and exhibits, the Finance Officer of the center from where the model is transferred shall debit the value amount to its asset head and credit to the capital fund. The Finance & Accounts Officer of the center which receives the exhibits shall adjust the value of such transferred exhibit by debiting to capital fund and crediting to asset head. Such transfers shall be properly reflected in the Balance Sheet during the same financial year.

19. **Asset Register for works and services :**

- 19.1 The asset register for Works and Services shall be maintained in the proforma given in **Annexure-8**.
- 19.2 The head of account PL-4 as well as the asset register and the Balance Sheet shall be split into following minor head :
- (i) Completed Works.

- (ii) Works in progress.
- (iii) Building materials.

- 19.3 The cost of building materials like steel, cement, brick etc shall be booked under head PL-4(iii) and shall be taken into stock with a proper cardex number. Issue of stores to contractors or for departmental work shall be recorded in the same stock card. The value of materials shall include carrying, loading and unloading cost.
- 19.4 In the first week of April, Officer-in-Charge of stores shall compute the cost of materials balance in stock and send two copies of the statement to the Asst Executive Engineer (AEE) and Finance & Accounts Officer (FAO). The AEE shall include this amount of materials balance in store in the Asset Register for 'Building Materials' and the Finance section shall include this amount under asset for "Building Materials at Hand". In subsequent years, when this material is consumed in construction, necessary correction entries shall be made in the asset register as well as Balance Sheet.
- 19.5 All running bills for construction in progress shall be entered by the AEE in the Asset Register for "Works in Progress". Such amounts of expenditure shall be booked by the Finance & Accounts section under PL-4(ii) or the respective projects.
- 19.6 As soon as the final bill is passed for a particular work the entire cost of work including all building materials consumed shall be included by the AEE in the Asset Register for 'Completed Works'. Simultaneously minus entry shall be made in the Asset Register for "Works in Progress" against all running bills passed for that particular work earlier.
- 19.7 On passing the final bill for a particular construction work the Finance Officer shall ensure that the entire cost of work is entered into the Balance Sheet under "Completed Works" after making minus entry to the corresponding running bills which had been entered into the Balance Sheet for "Works in Progress" in earlier years.
- 19.8 All equipment purchased for installation in the building such as air-conditioning plant, room air conditioners, water coolers, auditorium chairs, electric fans, light fixtures, water heaters etc as indicated in item 3.4 shall be booked under PL-4(iii) and shall be entered into the Asset Register for "Building Materials".
- 19.9 When the building is completed an/or installation of equipment as mentioned in 19.8 is completed, the cost of such equipment shall be entered into the Asset Register for "Completed Works" after making necessary minus entry in the Asset Register for "Building Materials". Similar entries shall also be made in the Balance Sheet under "Completed Works" after making necessary corrections in the Balance Sheet for "Building Materials at Hand".

List of Asset items, cardex number and appropriate budget Sub-heads

<u>Item</u>	<u>Card No.</u>	<u>Budget Sub-head</u>
Air-conditioning plant	A.B.A.1	PL-4
Air conditioner, package unit	A.B.A.2	PL-4
Air conditioner, window type (1, 1.5, 2T)	A.B.A.3	PL-4
Air/Desert Cooler	A.B.A.4	PL-4
Almirah, Steel, full size	A.F.A.1	PL-5(i)
Almirah, Steel, half size	A.F.A.2	PL-5(i)
Almirah, Steel, glass front	A.F.A.3	PL-5(i)
Almirah, wooden, glass front	A.F.A.4	PL-5(i)
Almirah, Steel, with lockers for technicians' tools	See locker	
Almirah, wooden, for hostel	A.F.A.5	PL-5(i)
Alna, wooden/aluminium	See dryer, cloth	
Anvil	A.L.A.1	PL-5(iv)
Ammonia printing machine	A.L.A.2	PL-5(iv)
Amplifier	A.L.A.3	PL-5(iv)
Ambassador Car	See Car	
Adding Machine	A.O.A.1	PL-5(iv)
Board, large sign	A.B.B.1	PL-4
Bookcase, steel	A.F.B.1	PL-5(i)
Bookcase, wooden	A.F.B.2	PL-5(i)
Bed	See cot	
Balance chemical	A.L.B.1	PL-5(iv)
Bending machine, pipe	A.L.B.2	PL-5(iv)
Blackboard, portable	A.L.B.3	PL-5(iv)
Blackboard-cum-screen fixed on wall	A.L.B.4	PL-5(iv)
Bridge, electrical measuring	A.L.B.5	PL-5(iv)
Bin, store, drawer type	A.L.B.6	PL-5(iv)
Bin, store, open type	A.L.B.7	PL-5(iv)
Box, cash	A.O.B.1	PL-5(iv)
Binding/Stitching/Cutting machine	A.O.B.2	PL-5(iv)
Bottle Cooler for canteen	A.O.B.3	PL-5(iv)
Bus, Mini	A.V.B.1	PL-5(iii)
Bus, MSE	A.V.B.2	PL-5(iii)
Bicycle	A.V.B.3	PL-5(iii)
Blower, electric	A.X.B.1	PL-5(v)b
Blower, pedal	A.X.B.2	PL-5(v)b
Blower, hand	A.X.B.3	PL-5(v)b
Buffing Machine Bench Type	A.L.B.8	PL-5(iv)
Battery Charger	A.L.B.9	PL-5(iv)
Chair, auditorium fixed	A.B.C.1	PL-4
Cabinet, steel, filing	A.F.C.1	PL-5(i)
Cot, single bed without mattress	A.F.C.2	PL-5(i)
Cot, double bed without mattress	A.F.C.3	PL-5(i)
Cot, folding/camp (Not an asset)	N.F.C.	
Chair, revolving, executive	A.F.C.4	PL-5(i)
Chair, revolving, operator	A.F.C.5	PL-5(i)
Chair, reclining	A.F.C.6	PL-5(i)
Chair, steel, cushioned	A.F.C.7	PL-5(i)
Chair, wooden cushioned	A.F.C.8	PL-5(i)
Chair, wooden, cane seated	A.F.C.9	PL-5(i)
Chair, steel, cane seated	A.F.C.10	PL-5(i)
Chair, folding, steel/aluminium	A.F.C.11	PL-5(i)
Chair, polyprop, without arm & cushion	A.F.C.12	PL-5(i)
Chair, Polyprop, with arm & cushion	A.F.C.13	PL-5(i)

Chair, polyprop, with writing desk	A.F.C.14	PL-5(i)
Cot, folding/camp (Not Asset)	N.F.C.	PL-5(i)
Cooking Range Electric - Canteen	A.O.C.8	
Cabinet, steel, plan/drawing	A.L.C.1	PL-5(iv)
Cup Board	A.F.C.15	
Cabinet, side wooden	A.F.C.16	
Calculator, desk	A.L.C.2	PL-5(iv)
Calculator, pocket (no further purchase)	A.L.C.3	PL-5(iv)
Cleaner, vacuum	A.L.C.4	PL-5(iv)
Cleaning machine	A.L.C.5	PL-5(iv)
Clock, wall, mechanical	A.L.C.6	PL-5(iv)
Clock, electronic	A.L.C.7	PL-5(iv)
Compressor, air, for sprang painting	A.L.C.8	PL-5(iv)
Compressor, air, for exhibits	A.X.C.4	
Cooler, desert	See aircooler	
Camera, 35mm	A.L.C.9	PL-5(iv)
Camera, 120 size	A.L.C.10	PL-5(iv)
Camera Stand	A.L.C.11	PL-5(iv)
Camera, Video	see Video Camera	
Counter, frequency & time, digital	A.L.C.12	PL-5(iv)
Counter, Geiger	A.L.C.13	PL-5(iv)
Coil winding machine	A.L.C.14	PL-5(iv)
Conference address system	A.L.C.15	PL-5(iv)
Copier unit for photography studio	A.L.C.16	
Cloth dryer	See Dryer	
Cabinet, pedestal for catalogue cards (large)	A.O.C.1	PL-5(iv)
Cabinet, desk type for catalogue cards (small)	A.O.C.2	PL-5(iv)
Cabinet, cardex	A.O.C.3	PL-5(iv)
Cash-box	A.O.C.4	PL-5(iv)
Cardex ledger/folder	A.O.C.5	PL-5(iv)
Cooking Range Electric	A.O.C.8	
Chest, iron, for cash	A.O.C.6	PL-5(iv)
Clock Time Recorder	A.O.C.7	
Car, Ambassador	A.V.C.1	PL-5(iii)
Cabinet for MSE exhibits	A.X.C.1	PL-5(v)b
Cabinet, wooden, for kits	A.X.C.2	PL-5(v)b
Computer, micro	A.X.C.3	PL-5(v)b
Micro Computer		
Micro Computer (BBC/Tandy model IV)	A.X.C.3.0	
Micro Computer Monitor	A.X.C.3.2	
Computer Floppy Disk Drive	A.X.C.3.3	
Computer Printer (Dot Matrix)	A.X.C.3.5	
IBM – Personal Computer		
Computer (Personal)	A.X.C.5.0	
Computer Keyboard	A.X.C.5.1	
Computer Monitor	A.X.C.5.2	
Computer Floppy Disk Drive	A.X.C.5.3	
Computer (Printer – 90 column)	A.X.C.5.5	
Computer (Printer – 120 column)	A.X.C.5.6	
IBM – Computer Personal + Winchester XT		
Computer XT	A.X.C.6.0	
Computer Keyboard	A.X.C.6.1	
Computer Monitor	A.X.C.6.2	
F D D	A.X.C.6.3	
Hard Disk/Winchester 20 MB	A.X>C.6.4	
Computer Mouse	A.X>C>6.6	
IBM – AT		
Computer - AT	A>X.C.7.0	

Computer Keyboard	A.X.C.7.1	
Computer Monitor	A.X.C.7.2	
Computer Floppy Disk Drive	A.X.C.7.3	
Computer Hard Disk > 20 MB Drive	A.X.C.7.4	
Computer Laser Printer	A.X.C.7.6	
Computer SCANNER	A.X.C.7.7	
Computer Tablet	A.X.C.7.8	
Computer Modem	A.X.C.7.9	
Computer Dumb Terminal	A.X.C.7.10	
Computer Plotter	A.X.C.7.11	
Computer Software	A.X.C.7.12	
Dryer, hand, electric	A.B.D.1	PL-4
Dryer, cloth (non-consumable)	N.B.D	
Dressing table for Hostel	A.F>D.1	PL-5(i)
Drilling machine, pillar type	A.L.D.1	PL-5(iv)
Drilling machine, bench type	A.L.D.2	PL-5(iv)
Drill, electric gun	A.L.D.3	PL-5(iv)
Drill, hand (non-consumable)	N.L.D.	
Drill bits (consumable)	C.L.D	
Drafting machine	A.L.D.4	PL-5(iv)
Dumpy level	A.L.D.5	PL-5(iv)
Duplicator for slides	A.L.D.6	PL-5(iv)
Duplicating machine with stand	A.O.D.1	PL-5(iv)
Dot-matrix display system	See item 3.2	PL-5(v)a
Diary Electronic	A.O.D.2	PL-5(iv)
Epidiascope	See Projector, epidiascope	
Enlarger, Photographic (all enlargers in one card)	A.L.E.1	PL-5(iv)
Easel	A.L.E.2	PL-5(iv)
Eprom Eraser	A.L.E.3	PL-5(iv)
Eprom Programmer	A.L.E.4	PL-5(iv)
Fan, ceiling 48"/56"	A.B.F.1	PL-4
Fan, ceiling 36" or small	A.B.F.2	PL-4
Fan, pedestal 12"/16"	A.B.F.3	PL-4
Fan, pedestal 18" or higher	A.B.F.4	PL-4
Fan, table	A.B.F.5	PL-4
Fan, exhaust	A.B.F.6	PL-4
Fan, cabin/wall mounted	A.B.F.7	PL-4
Face plate, revolving centre	A.L.F.1	PL-5(iv)
Five extinguisher cylinder/cone	A.O.F.1	PL-5(iv)
Five extinguisher refill (consumable)	C.O.F.	
Franking machine	A.O.F.2	PL-5(iv)
Generator, diesel for building	A.B.G.1	PL-4
Grinder, bench	A.L.G.1	PL-5(iv)
Grinder, flexible shaft	A.L.G.2	PL-5(iv)
Grinder, hand	A.L.G.3	PL-5(iv)
Generator, portable	A.L.G.4	PL-5(iv)
Generator, pattern (electronic)	A.L.G.5	PL-5(iv)
Generator, audio signal	A.L.G.6	PL-5(iv)
Generator, sine/square wave	A.L.G.7	PL-5(iv)
Gestetner	See Duplicating machine	
Gas cylinder, cooking	A.O.G.1	PL-5(iv)
Gas cylinder for welding	See Welding Set, gas	
Grinder machine for Canteen	A.O.G.2	
Heater, room	A.B.H.1	PL-4
Heater, water	A.B.H.2	PL-4
Heater/Hotplate	A.B.H.3	PL-4
Heater, immersion (non-consumable)	N.B.H.	
Hand dryer, electric	See Dryer	

Heater elements (consumable)	C.B.H.	
Hot, care Electric	A.O.H.1	
Intercom installation	A.B.I.1	PL-4
Internal Telephone installation	See Telephone Exchange	
Instrument box	A.L.I.2	PL-5(iv)
Insect Killer	A.O.I.1	
Jeep	A.V.J.1	PL-5(iii)
Ladder, aluminium	A.B.L.1	PL-4
Ladder, wooden (Non-consumable)	N.B.L.	
Light fixture, 2x40w	A.B.L.2	PL-4
Light fixture, 1x40w	A.B.L.3	PL-4
Light fixture, 4x20w	A.B.L.4	PL-4
Light fixture, 2x20w	A.B.L.5	PL-4
Light fixture, 1x20w	A.B.L.6	PL-4
Light fixture, outdoor, 2x40w	A.B.L.7	PL-4
Light fixture, mercury vapour	A.B.L.8	PL-4
Light fixture, halogen, 1000w	A.B.L.9	PL-4
Light fixture, halogen 500w	A.B.L.10	PL-4
Light, emergency, battery charger	A.B.L.11	PL-4
Locker, for technicians' tools	A.L.L.1	PL-5(iv)
Light stand, for studio (all in one card)	A.L.L.2	PL-5(iv)
Lathe machine (all lathes in one card)	A.L.L.3	PL-5(iv)
Laminating Machine	A.L.L.5	
Linedex turntable stand (for library)	A.O.L.1	PL-5(iv)
Laser	N.X.L.1	
Mower, lawn (diff. Size)	A.B.M.1	PL-4
Meat safe	A.F.M.1	PL-5(i)
Mattress for single bed	A.F.M.2	PL-5(i)
Mattress for double bed	A.F.M.3	PL-5(i)
Multimeter, digital	A.L.M.1	PL-5(iv)
Multimeter, Analog, Avo	A.L.M.2	PL-5(iv)
Multimeter, analog, small (non-consumable)	N.L.M.	
Microphone	A.L.M.3	PL-5(iv)
Microphone Stand	A.L.M.4	PL-5(Iv)
Microphone, tie pin/neck (non-consumable)	N.L.M.	
Meggar	A.L.M.5	PL-5(iv)
Mortising Machine	A.L.M.6	PL-5(Iv)
Microfilm reader	A.O.M.1	PL-5(iv)
Microprojector	See Projector, micro	
Motor cycle	A.V.M.1	PL-5(iii)
Mini, Bus	See Bus, mini	
MSE Bus	See Bus, MSE	
Motor, synchronous clock (all rpm in one card)	N.X.H.	
Motor, 1/16 HP or less	N.X.M.	
Mixer cum Grinder for Canteen	A.O.H.2	
Microprocessor transfer	A.L.H.7	
Meter Lux	A.L.H.8	
Milling Machine	A.L.H.9	
Motor, 1/8, hp or more	A.X.M.1	PL-5(v)b
Microscope	A.X.M.2	PL-5(v)b
Monitor	See Video monitor	
Nibbler	A.L.N.1	PL-5(v)
Oscilloscope, cathode ray	A.L.O.1	PL-5(iv)
Pump, water supply	A.B.P>1	PL-4
Projector, overhead	A.L.P.1	PL-5(Iv)
Projector, epidiascope	A.L.P.2	PL-5(Iv)
Public address system (include amplifier, microphone, stand, speakers)	A.L.P.3	PL-5(iv)
Power supply unit/Line conditioner (including voltage stabilizer)	A.L.P.4	PL-5(iv)

Planer – jointer machine	A.L.P.5	PL-5(iv)
Planing machine, wood	A.L.P.6	PL-5(iv)
Projection and colour video system	A.L.P.7	PL-5(iv)
Photocopying machine (Xerox type)	A.O.P.1	PL-5(Iv)
Projector, video, large scree		PL-5(v)a
Projector, film, 35mm	A.X.P.1	PL-5(v)b
Projector, film, 16mm	A.X.P.2	PL-5(v)b
Projector, slide 35mm, auto	A.X.P.3	PL-5(v)b
Projector, slide, manual	A.X.P.4	PL-5(v)b
Projector, film 8 mm/super	A.X.P.5	PL-5(v)b
Projector, micro	A.X.P.6	PL-5(v)b
Pump for exhibits, ¼ h.p. or above	A.X.P.7	PL-5(v)b
Pump for exhibits, below ¼ h.p.	A.X.P.8	PL-5(v)b
Pallet Truck	A.X.P.9	PL-5(v)b
Pully Block	A.X.P.10	PL-5(v)b
Pantograph machine	A.X.P.11	PL-5(v)b
Pump, vacuum	A.X.P.12	PL5(v)b
Player, video	See Video Cassette Recorder	
Projector slide special effect	A.X.P.13	
Printing Machine (Hand)	A.O.P.2	
Publishing Unit Desk Top	A.L.P.8	
Room cooler	see Airconditioner, room/cooler desert	
Refrigerator	A.B.R.1	PL-4
Roller for Road & Garden	A.B.R.2	PL-4(i)
Rack, Steel, file	A.F.R.1	PL-5(i)
Rack, wooden, file	A.F.R.2	PL-5(i)
Receiver, communication	A.L.R.1	PL-5(iv)
Receiver, Broadcast	A.L.R.2	PL-5(iv)
Rolling machine	A.L.R.3	PL-5(iv)
Rack, slotted angle, open type	A.O.R.1	PL-5(iv)
Rack, slotted angle, closed type	A.O.R.2	PL-5(iv)
Rack for Newspaper/Periodicals	A.O.R.3	PL-5(iv)
Recorder, Cassette, mini (Dictaphone)	A.O.R.4	PL-5(iv)
Rostrum, for lecture	A.O.R.5	PL-5(iv)
Register, cash, machine	A.O.R.6	PL-5(iv)
Rack, wooden, for display	A.X.R.1	PL-5(v)b
Recorder, tape, stereo	A.X.R.2	PL-5(v)b
Recorder, tape, mono	A.X.R.3	PL-5(v)b
Recorder, Cassette, Stereo	A.X.R.4	PL-5(v)b
Recorder, Cassette, mono	A.X.R.5	PL-5(v)b
Revolvolute	A.X.R.6	PL-5(v)b
Recorder Video	See Video cassette Recorder	
Rolling Machine – sheet metal	A.L.R.3	
Switchgear, H.T./L.T.	A.B.S.1	PL-4
Stool, wooden	A.F.S.1	PL-5(i)
Sofa, cushioned, single	A.F.S.2	PL-5(i)
Sofa, cushioned, 3 seater	A.F.S.3	PL-5(i)
Sofa, caneseated, single	A.F.S.4	PL-5(i)
Sofa, caneseated, 3 seater	A.F.S.5	PL-5(i)
Saw, hack, power	A.L.S.1	PL-5(iv)
Saw, circular, machine	A.L.S.2	PL-5(iv)
Saw, jig, machine	A.L.S.3	PL-5(Iv)
Saw, fret, pedal	A.L.S.4	PL-5(Iv)
Saw, band, machine	A.L.S.5	PL-5(iv)
Scrubbing machine	A.L.S.6	PL-5(iv)
Sheetmetal folding machine	A.L.S.7	PL-5(Iv)
Shearing machine	A.L.S.8	PL-5(iv)
Studio ligh (see light stand, for studio)	A.L.L.2	

Sungun (replacement lamps shall go under consumable)	A.L.S.10	PL-5(iv)
Spray gun	A.L.S.11	PL-5(iv)
Safe, iron (see chest, iron)	A.O.C.6	
Stabiliser, voltage (see power supply unit)	A.L.P.4	
Stencil cutting machine	A.O.S.1	PL-5(iv)
Staff car (se car)	A.V.C.1	
Scooter (see Motor cycle)	A.V.M.1	
Stool, revolving	A.X.S.1	PL-5(v)b
Stool, dice	A.X.S.2	PL-5(v)b
Stroboscope	A.X.S.3	PL-5(v)b
Surface Plate	A.L.S.13	
Saw, jig, blade (consumable)	C.L.S.	
Saw, fret, blade (consumable)	C.L.S.	
Saw, hack 12" frame (non consumable)	N.L.S.	
Saw, hack 6" frame (non consumable)	N.L.S.	
Saw, hack 12" blade (consumable)	C.L.S.	
Saw, hack 6" blade (consumable)	C.L.S.	
Saw, carpenter (non consumable)	N.L.S.	
Saw, tennon (non consumable)	N.L.S.	
Slotted angle (consumable)	C.L.S.	
Transformer, H.T. for main supply	A.B.T.1	PL-4
Telephone Exchange	A.B.T.2	PL-4
Telephone receiver for office use	A.B.T.3	PL-4
Telephone, auto dialer with memory	A.B.T.4	PL-4
Table, wooden, 60" and above	A.F.T.1	PL-5(i)
Table, wooden, 55" to 60"	A.F.T.14	PL-5(i)
Table, wooden, 53" to 50"	A.F.T>2	PL-5(i)
Table, steel, 48" to 52"	A.F.T.3	PL-5(i)
Table, wooden, 48" to 52"	A.F.T.4	PL-5(i)
Table, steel 36" to 46"	A.F.T.5	PL-5(i)
Table, wooden, 36" to 46"	A.F.T.6	PL-5(i)
Table, large for Conference room	A.F.T.7	PL-5(i)
Table, individual, for Library/Conference Room	A.F.T.8	PL-5(i)
Table, bed sides low ht.	A.F.T>9	PL-5(i)
Table, Centre, low ht.	A.F.T>10	PL-5(i)
Table, folding	A.F>T.11	PL-5(i)
Table, dinning, for hostel/canteen	A.F.T.12	PL-5(i)
Table, cafeteria	A.F.T.13	PL-5(i)
Transformer, isolating/for MSE	A.L.T.1	PL-5(iv)
Transformer, variable auto 3 phase	A.L.T.2	PL-5(iv)
Transformer, variable auto 1 phase	A.L.T.3	PL-5(iv)
Tester, digital I.C.	A.L.T.4	PL-5(Iv)
Trolly, platform	A.L.T.5	PL-5(Iv)
Tapping machine	A.L.T.6	PL-5(Iv)
Tester, insulation breakdown	A.L.T.7	PL-5(iv)
Tester, Electronic valve	A.L.T.8	PL-5(iv)
Typewriter, mechanical	A.O.T.1	PL-5(Iv)
Telephone Receiver for office use	A.L.T.9	PL-4
Typewriter, portable (All makes in one card)	A.O.T.2	PL-5(iv)
Typewriter, electronic (All makes)	A.O.T.3	PL-5(iv)
Trunk, steel	A.O.T.4	PL-5(Iv)
Table, for computer	A.X.T.1	PL-5(v)b
Table, drawing, low hot for children	A.X.T.2	PL-5(v)b
Tray, steel, for kits	A.X.T.3	PL-5(v)b
Tray, wooden, for kits	A.X.T.4	PL-5(v)b
Tray, plastic, for kits	A.X.T.5	PL-5(v)b
Transformer, stepdown for exhibits	A.X.T.6	PL-5(v)b
Transformer, highvoltage for exhibits	A.X.T.7	PL-5(v)b

Thermometre – electronic/digital	A.X.T.8	PL-5(v)b
Television set, colour	A.X.T.9	PL-5(v)b
Telephone, auto dialer with memory	A.L.T.10	PL-4
Television set, black & white	A.X.T.10	PL-5(v)b
Telephone handset for exhibits/audioguides	A.X.T.11	PL-5(v)b
Telephone Answering Machine	A.X.T.12	PL-5(v)b
Tranceiver desk/Pedestal type	A.X.T.13	PL-5(v)b
Tranceiver, portable (Walkie Talkie)	A.X.T.14	PL-5(v)b
Toaster Electric for Canteen	A.O.T.5	
Tray, ash – see Ashtray	N.F.A.	
Tray, steel, for file	N.F.T.	
Tray, wooden, for file	N.F.T.	
Tray, service, for canteen	N.F.T.	
Table, for workshops & training	See Worktables	
Ultrasonic power generator	A.X.U.1	PL-5(v)b
Video Studio Ligh – see light stand for studio	A.L.L.2	PL-5(iv)
Video monitor	A.X.V.1	PL-5(v)b
Video Camera	A.X.V.2	PL-5(v)b
Video editing unit	A.X.V.3	PL-5(v)b
Video special effect generator	A.X.V.4	PL-5(v)b
Video Cassette recorder	A.X.V.5	PL-5(v)b
Video Cassette player	A.X.V.6	PL-5(v)b
Video camera stand	A.X.V.7	PL-5(v)b
Video cabinets (All sizes in one card)	A.X.V.8	PL-5(v)b
Video system converter	A.X.V.9	
Video sound equipment	A.X.V.10	PL-5(v)b
(In asset registrar, indicate “Video Studio” as one single exhibit incorporating all components indicated above)		
Water Filter	A.O.W.1	PL-5(iv)
Water cooler	A.B.W.1	PL-4
Washing Machine	A.L.W.11	PL-5(Iv)
Worktable, mechanical	A.L.W.1	PL-5(Iv)
Wardrobe	A.F.W.1	
Worktable, electronic	A.L.W.2	PL-5(iv)
Worktable, biology	A.L.W.3	PL-5(Iv)
Worktable, Chemistry	A.L.W.4	PL-5(iv)
Weighing machine, platform type	A.L.W.4	PL-5(Iv)
Weighing balance, pan type	A.L.W.5	PL-5(iv)
Welding machine, electric	A.L.W.6	PL-5(iv)
Welding set, gas	A.L.W.7	PL-5(iv)
Welder, butt	A.L.W.8	PL-5(iv)
Wheel Borrow	A.L.W.9	PL-5(iv)
Walkie Talkie	See Tranceiver	

Annexure-2

NATIONAL COUNCIL OF SCIENCE MUSEUMS

Unit :

DAILY RECEIPT REGISTER

Date	Suppliers Name	Item	Quantity	Rate	Challan/R R No.	Cardex Card No.	Signature of Store Keeper

NATIONAL COUNCIL OF SCIENCE MUSEUM

Unit :

ISSUE SLIPS FOR STORES

Book No.

Ticket No.

Date :

Name :

Division :

Purpose (Name of Project) :

Sl.No.	Description of Stores	Quantity		Cardex Nos.	Divisional		Remarks
		Indented	Issued		Inventory	Reg.Ref	
1							
2							
3							
4							
5							
6							
7							

Stores Officer :

Head of the Division

Annexure-3

<p>Certified that stores have been examined by me and found acceptable in accordance with the quality, quantity and specifications ordered for.</p> <p>Inspecting Officer</p> <p>Certified that materials have been received in good condition correct in quantity and have been taken into stock vide stock card no.</p> <p>Storekeeper Store Asst Store & Purchase Officer</p>	<p><u>For cash purchase only</u></p> <p>Certified that the materials were purchased at reasonable local market price/ directly from the manufacturers. It is also certified that stores have been examined by me and found acceptable in accordance with the quality, quantity and specifications ordered for.</p> <p>Inspecting Officer</p> <p>Noted in the stock card no.</p> <p>Storekeeper Store Asst Store & Purchase Officer</p>
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Annexure-4

NATIONAL COUNCIL OF SCIENCE MUSEUMS

Unit :

PERSONAL/DIVISIONAL INVENTORY CARD

Sl.No.	Date of Issue	Item Issued	Quantity	Total Cost	Cardex No.	Issue Slip No.	Location	Signature of employees

Name of employee:

Name of Division:

Divisional Head :

Annexure-5

NATIONAL COUNCIL OF SCIENCE MUSEUMS

Unit :

Serial No.

Date :

STORES TRANSFER VOUCHER

Transferred from					Transferred to				
Sl No	Description of Stores	Cardex No.	<u>Quantity</u>		Condition:Serviceable/ Unserviceable	Cardex No.	Qty.	Condition:erviceable/ Unserviceable	Remarks

Signature of the Indentor:

Signature of Store Keeper:

Signature of the Indentor after stock entry:

Signature of Head of the Division:

Signature of the Recipient:

Signature of Stores & Purchase Office:

Signature of the Store Keeper after stock entry:

N.B.The form shall be submitted to Stores in 3 copies. 1 copy shall be retained by Stores and 2 copies shall be sent to the unit where the materials are being transferred. The second unit shall retain 1 copy in their Stores and return the other copy to the first Unit after certifying that the materials have been received and taken into their stock.

Date:

[illegible]

[illegible]