

Proceedings of the Store Verification Committee Meeting

Date: October 13, 2017

Time: 11:00 am

A meeting was held to discuss issues related to proper functioning of the Store Verification Committee.

The following were present:

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| 1. Dr (Ms) G. J. Randhawa, Principal Scientist & OIC ,
Division of Genomic Resources | Chairperson |
| 2. Dr (Ms) Manjusha Verma, Principal Scientist,
Division of Genomic Resources | Member |
| 3. Dr (Ms) Era V Malhotra, Scientist, TCCU | Member |
| 4. Mr U. C. Sharma, Admin. Officer | Member |
| 5. Ms Vijay Laxmi Gulati, Assistant Admin Officer | Member |
| 6. Mr Dinesh Sharma | Store Officer |

The following points were discussed:

1. All items/ materials except items to be stored at 4°C, -20°C or -80°C, are to be first received in the store section, and then verified by the committee members.
2. Items to be stored at low temperature (i.e. 4°C, -20°C or -80°C) should be received by the indenter, with information to the store section and store verification committee member(s).
3. Vendors/ company representatives should not approach the committee members for verification of items under any circumstances.
4. Store section and committee members should check the date of the office order, duration within which the order should be completed, actual bill of the indented items, item code and quantity of each item before receiving and verifying the items.
5. Store verification committee members should be available for verification of items from 3:00 to 3:30 p.m. on all working days.
6. The indenters should ensure that they return the bill to the store section duly signed and dated, within 2 working days of receiving the items.
7. The store verification committee shall ensure that exact quantity of items is received as per the order, while the quality of the received items should be verified by the indenters.

The meeting ended with a vote of thanks.

Gulati
16/10/2017
(Member Secretary)

Copy to:

1. Chairperson and members of store verification committee
2. PS to Director, NBPGR
3. SAO, NBPGR
4. All Scientists, NBPGR
5. Store keeper

6. All Scientist for information. *Proc. (अनुमति के बिना नहीं कर सकते हैं)*
Dr Shashi Bhalu,
m. mandal Bhalu