

PROCEDURES FOR OPTIMAL RESOURCE UTILIZATION

I] PURCHASE PROCEDURE

1. Individual staff /HOD list out the requirements of the asset (Books/instruments/equipment/computer/software/) along with quantity required, detailed specification, utilization of the instrument/ equipment supported with syllabus copy and takes approval of Principal.
2. Individual staff collects quotations of asset with decided specification and quantity from respective vendors/ suppliers (minimum three vendors/ suppliers).
3. Individual staff prepares the comparative statement and forward the same to Principal of the institute along with supporting quotation and tentative date of purchase.
4. Principal of the institute forwards the requirements along with necessary documents to Trust Executive.
5. After getting approval, the final vendor/ supplier is decided and purchase order is placed.
6. After arrival of asset in the institute, payment is done based on the mentioned terms and conditions as per the purchase order.

II] MAINTENANCE AND REPAIR PROCEDURE

1. For the existing work; the HOD; laboratory technician or laboratory attendant has authority to write the e-mail to maintenance department.
2. After receiving the e-mail, the department nominates the person who visits the specified area and makes the maintenance.
3. After completion of the task; he takes the signature from the responsible person mentioning that the work is completed.
4. If the work is not completed within the campus by the maintenance department, the instrument/equipment is sent to the authorized service Centre or the maintenance person decided by the management.



A handwritten signature in blue ink, consisting of a stylized 'A' followed by a flourish.

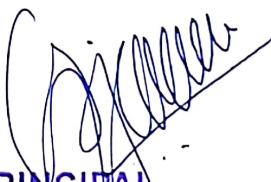
III] PETTY CASH PROCEDURE

1. Petty cash funds are for the purpose of travelling and conveyance, postage and courier, lab material, tea, food and refreshments, emergency and miscellaneous expenses.
2. Take advance from Account department for above mentioned or emergency expenses by filling the request form through HOI or submit the bill.
3. Bill and Material checked by Security & Store Department endorse with Seal.
4. A Petty cash voucher should be used for each disbursement.
5. The voucher should be signed by requestor, signed and approved by HOI.
6. Then submit the bill with voucher to the account department

III] SALARY PROCEDURE

1. On the First day of every month, HR Department send total staff's calculated days report to the Principal and accountants of the respective institutes.
2. The Respective accountants of the institutes then prepare the salary sheets as per the days sent by the HR dept. every month and prepares the salary sheet of individual staff considering the other deductions such as income tax, profession tax, policy if any.
3. On the 4th day of every month, the accountants of the respective institutes send the prepared salary sheet of the staff to the trust office.
4. On the 12th every month the detail salary record should be sent to the audit dept for checking.
5. The salary slip shall be prepared by the respective account dept. and shall be signed by the respective accountant and the principal /director only.




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