

**Andhra Pradesh Power Generation Corporation Limited
(A Govt. of A. P. Undertaking)**

PURCHASE ORDER RECORD REGISTER

Unit

P.O. No. & Date	Name of Supplier	Brief Description of Materials	Price Basis	Payment Term	P.O. Value	Delivery Period	Remarks
1	2	3	4	5	6	7	8

**Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)**

RR/LR CONTROL REGISTER

Unit

Sl. No.	Date of receipt of RR/LR	RR/LR No. & Date	Name of Supplier	P.O. Ref	Brief Description of Materials	Materials Booked From To
1	2	3	4	5	6	7

Name of Carrier	No, of Packages	No. of Packages And condition Taken delivery	Weight Actual Charged	Fright Prepaid To Pay	Freight payment details	Details of Demurrage / Wharfage, if any
8	9	10	11	12	13	14

MIR No. & Date	4Remarks
15	16

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Unit _____

UNLOADING REPORT (UR)

UR No. (Pre- numbered) _____
Name of Supplier _____
P.O. No. & Date _____
RR/LR No. & Date _____
Date Materials Received _____
Freight Pre-paid/ to pay Rs. _____
Unloading Location _____

Date _____
Supplier Code _____
RR/LR Control No. _____
Carrier _____
Carrier Code _____
Demurrage Rs. _____
Wharfage Rs. _____

Brief Description of Materials	As per RR/LR		Actual Receipt		Remarks including Condition of packages And Open Delivery Details, if any.
	No. of Packages	Weight	No. of Packages	Weight	
1	2	3	4	5	6

Signature _____
Handed Over By _____
(AE/ AAE/ S & T)

Received By _____
(Physical Custody AE/ AAE)

- Enclosures :
1. Invoice
 2. Packing List
 3. ED Gate Pass
 4. Challan

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

MATERIALS INWARD CONTROL REGISTER (MIR)

Unit

Sl. No.	Date of receipt Of Materials	Unloading Report No. & Date	Name of Supplier	P.O. Ref	Brief Description of Materials	RR/LR No. & Date
1	2	3	4	5	6	7

Name of Carrier	No, of Packages	No. of Packages & Condition Taken delivery	RR/LR Control No. & Date	Suppliers' Invoice No. No. & Date	Material Valure
8	9	10	11	12	13

Freight Bill No. & date	Remarks
14	15

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)
Preliminary Claim Intimation

From: ADE/ Stores & Spares

To: M/s.

Preliminary claim on carrier/underwriters for the non-delivery of consignment/ shortages and/or damages as detailed below is lodged herewith with a request to register the claim and process for Payment of compensation

1. Name of Consignor :
2. Invoice No. & Date :
3. Value of Consignment :
4. Consignment insured by : Supplier/ APGENCO (Covered under
Marine policy Vide RR/LR Register Control No. _____)
5. RR/ PWB/LR No. & Date :
6. Wagon/ Truck No. (if booked as full load) :
7. Consignment Booked : Ex----- to-----
8. Name of the Carrier :
9. Brief Description of Materials :
10. Type of claim : (a) Non delivery of Full Consignment/
(b) Part delivery of consignment/ damages and/ or shortages

If (b)

- Details of packages delivered short :
- Condition of packages received :
- Details of open delivery, if obtained
- Damages noticed from intact packages :
- Details of items received short/damaged : Claim Bill enclosed for value of Rs.-----)
- SRV Details :

11. P. O. Reference :

12. Gate of Delivery :

Since the consignment is booked on supplier's risks, a copy of claim on the carrier is furnished to supplier for further needful action at their end.

Since the consignment is covered under open marine policy claim is lodged on carrier as well as on underwriters.

()

Encl.: Copy of RR/PWB/LR
Non-delivery Certificate/ Open Delivery Certificate from the carrier
Copy of Invoice from the consignor
Claim Bill

CC: 1. Sr. A. O.
2. DE (Purchase)

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

DEMURRAGE WHARFAGE REGISTER

Sl. No.	RR/PWB/LR No. & Date	Name of Transporter	Name of Supplier	Purchase Order Ref:	Wagon No.
1	2	3	4	5	6

Date & Time Wagon placed	Date & Time wagon unloaded	Bank LSC No.	Date Despatch Documents Received	Date Consignment taken Delivery	Amount of demurrage/ wharfage levied	Amount of demurrage/ wharfage actually paid
7	8	9	10	11	12	13

Amount to be born by	If by APGENCO, Ref. of approval of competent authority	SRV Ref.	Remarks
14	15	16	17

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

IMPREST ADVANCE RECOUPMENT REGISTER

Sl. No	Details of amount recouped		Details of Expenditure				
	Details of recoupment statement	Amount (Rs.)	MR No. & Date	Paid To	Payment on Account of	P.O. Ref	Amount (Rs)
1	2	3	4	5	6	7	8

Balance cash in hand (Rs.)	Signature of Authorized official	Remarks

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Freight Payment Voucher

From: DE (Stores)

To: Sr. Accounts Officer

Voucher No.----- Date -----

Please arrange to freight and demurrage/wharfage charges (if levied) amounting to Rs.----- (Rupees _____)
as per details given below:

- a) Name of the Carrier :
- b) RR/LR No. & Date :
- c) Purchase Order Reference: :
- d) Name of supplier :
- e) MIR No. & Date, if consignment is received:
- f) Details of payment :

Freight Amount	Rs.-----
Demurrage Charges	Rs. -----
Wharfage Charges	Rs. -----
Any other charges	Rs.-----
Total	Rs.-----

g) Reasonability of freight payment :

- Demurrage/wharfage charges are to be born by the Corporation and approval of competent authority is enclosed/ shall be Obtained and forwarded to you separately.
- Demurrage/ Wharfage charges being paid to take delivery of consignment shall be recoverable from the supplier and suitable Remarks shall be incorporated in the SRV as these charges are levied on account of -----
- DD/Cheque may be drawn in favour of above carrier/----- and handed over to the carrier's Representative/ forwarded to undersigned for taking further needful action in the matter.

Signature -----
Executive Clearance & Despatch

Signature-----
DE (Stores)

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Daily Receipt Report

Reference:.....

Dated.....

The following materials have been received in Stores on

Sl. No.	Name of Supplier	P.O. No And date	Brief Description of Materials	Quantity Received	MIR No. & Date	Remarks
1	2	3	4	5	7	8

(Receipt & Despatch Section)

(ADE/ Stores)

Distribution:

Chief Engineer Office
DE (Purchase)
DE (Stores)

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

(Address)

STORES DELIVERY SLIP

No. (Pre- numbered)

Date _____

Purchase Order No. & Date _____

LR/RR No. & Date _____

Consignee _____

Carrier _____

Reasons for despatch _____

Sl. No	Material Code/ Folio No.	Brief Description of materials	Unit	Quantity	Type and No. of Packages

Despatched By

(ADE/ Stores & Transport)

Received in good condition

Consignee

NB: Please return one copy to the Consignor

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

RR/PWB/LR CONTROL REGISTER FOR OUTWARD DESPATCHES

Unit

Sl. No.	RR/PWB/LR No. & Date	Name Consignee	P.O. Ref	Brief Description of Materials	Reasons for Despatch	Returnable/ Non-returnable	Materials booked From To
1	2	3	4	5	6	7	8

Name of Carrier	No, of Packages	Weight		Fright		Freight payment Details	Remarks
		Actual	Charged	Prepaid	To Pay		
9	10	11		12		13	14

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Request for Inspection of Materials

From ADE/ Stores & Spares

To DE/Maintenance

Ref:- 1.P.O.No. & Date
2.RR / LR No. & Date
3.MIR No. & Date

Materials as detailed below have been received on date

From M/s.

Sl. No.	P.O. Item No.	Brief Description of Materials	Quantity Received	Folio No.	Location GRB	Remarks
1	2	3	4	5	6	7

Kindly arrange for prompt check measures/ inspection of materials so as to enable us to completing the receiving documentation, arrange for payment to suppliers as per the provision of P.O. and keep the materials ready for issue, when required.

(ADE/Stores & Spares)

(On letterhead only and Registered Post)

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

(Address)

DISCREPANCY REPORT

No. _____

Date _____

M/s _____

P.O. No. & Date _____

Your Invoice No.

& Date _____

Challan/packing slip No. _____

& Date

RR/LR No. & Date _____

Dear Sirs

Thanks for supply of materials covered under invoice referred to above. However upon checking and inspection discrepancies as detailed below have been noticed:

Sl. No.	Description of materials	UM	Q U A N T I T Y			Details of Discrepancy
			Invoiced	Received	Accepted	

Consignment had been delivery by the Carrier:

- In intact and sound condition and discrepancies have been found on opening the packages
- In damaged condition and discrepancies have been notified to them while acknowledging the receipt/ open delivery certificate is obtained. Preliminary claim is lodged on the carrier and a copy of the same is enclosed.

Kindly replace/arrange rectification of damaged items/make good shortages at the earliest.

Thanking you

Yours faithfully

For & On Behalf of APGENCO
(ADE/Stores & Spares)

- CC 1. DE (Purchase) this has reference to SRV No. _____ dated _____
2. Sr. A. O.
3. User Department

Appendix- 14
Original
Duplicate
Triplicate
Quadruplicate

Andhra Pradesh Power Generation Corporation Ltd

(A Govt. of A. P. Undertaking)



Stores Inspection cum Receiving Voucher

SRV Control No. & Date:

Supplier's name	Account No.
P.O. No. & Date	Unloading Report & Date
RR/LR No. & Date	MIR No. & Date
Name of Carrier	Demurrages & Wharfages
Invoice/challan No. & Date	Freight Paid
Invoice Value	

P.O. Sl.No.	Material Code Folio No.	Description of Materials	UM	<u>Quantity</u>			Rate	Value	Other Charges	Total Value	Date of last transaction Receipt / Issue	Balance after last transaction	Bin Location GRB
				Invoiced	Received	Accepted							

Remarks _____

Rejected Material (if any) _____

Signature

Verified by :

Check Measured by :

AE/ AAE Stores

ADE/ Stores

JAO/ Pricing

Stores Inspection Cum Receiving Voucher

Continuation Sheet

SRV No dated.....

Sl. No.	Material Code Folio No.	Description of Materials	UM	Quantity			Rate	Value	Date of last transaction Receipt / Issue	Balance after last transaction	Bin Location GRB
				Invoiced	Received	Accepted					

Remarks _____

Signature

Verified by :

Check Measured by :

AE/ AAE Stores

ADE/ Stores

JAO/ Pricing

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Direct Charge Stores Inspection cum Receiving Voucher (DCSRV)

Supplier's name		Freight		SRV Control No.	
P.O. No. & Date		Demurrage		Cost Code Centre	
RR/LR No. & Date		Wharfage		SRV date	
Name of Carrier		Other Charges		MIR No. & Date	
Invoice/challan No. & Date		User Department		Unloading Report No.	

Sl. No.	Description of Materials	UM	Quantity			Rate	Value
			Invoiced	Received	Accepted		

Remarks _____

Signature

Received by

Inspected By

Approved by
Incharge Receipt Section

Collected by
Indenting Department

Priced by
Finance

Direct Charge SRV
Continuation Sheet

Sl. No.	Description of Materials	UM	Quantity			Rate	Value
			Invoiced	Received	Accepted		

Remarks _____

Signature

Received by

Inspected By

Approved by
Incharge Receipt Section

Collected by
Indenting Department

Priced by
Finance

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Discrepancies Register

Unit

Sl. No.	Name of Supplier	P.O. Ref.	Description of Materials	Quantity	Details of Discrepancy
1	2	3	4	5	6

SRV No. & Date	Claim No. & Date	Claim Amount	Claim Settlement Reference	Claim Settlement Amount	SRV Reference for Replacement Supplies	LR Ref for return of Rejects to supplier/Ref. Salvage handed over to Underwriters	Remarks
7	8	9	10	11	12	13	14

**Proforma of Indemnity Bond for sending Damaged materials for repair to the supplier:
(On non-judicial stamp paper of appropriate value)**

This INDEMNITY BOND is made on this-----day of-----
200 by M/s----- a firm/company incorporated under the Companies
Act having its Registered/ Head Office at ----- (hereinafter referred as Vendor or
Contractor which expression shall include its successors and permitted assigns) in favour of Andhra Pradesh Power Generation Corporation Ltd a Company incorporated
under Companies Act and having it Registered Office at Vijay Soudha, Hyderabad 500 082 and its Power Stations at----- (hereinafter referred to as APGENCO which
expression shall include its successor and assigns).

Whereas APGENCO has awarded Purchase Order/ Letter of Award/ Contract No.-----
Dated-----to the contractor and its amendment -----dated-----and amendment No.----- dated----- (applicable when amendments
have been issued) hereinafter called 'Contract' which has been unequivocally accepted by the contractor for supply of _____

AND WHEREAS the materials/ equipment supplied by the vendor/contractor was on inspection, found by APGENCO to be not conforming to specifications/ drawings/
samples as per contract and/or received in damaged conditions and hence rejected.

AND WHEREAS the materials/equipment cannot be repaired/ rectified at site and is to be sent back to the vendor/contractor's works for repair/ rectification or else free
replacement by them in terms of the aforesaid contract.

AND WHEREAS by virtue of clause No.----- of the said contract, the vendor/ contractor in confirmation of receipt of materials handed-over by APGENCO for intended
repair/ rectification to be carried out at their premises and subsequently return of else providing free replacement in acceptable condition shall execute an Indemnity Bond of
value equal to cost of materials in favour of APGENCO.

Now therefore, this Deed witnesseth as follow:

1. The Vendor/ Contractor is under obligation and shall remain absolutely responsible for the safe transit/ protection and custody of the materials/ equipment as described in
schedule annexed hereto till it is handed over to APGENCO after doing necessary repair/ rectification/ replacement as envisaged in the above clause and hereby undertakes to
indemnify APGENCO against all claims, loss, damages in respect of the said materials during the course of said transit till APGENCO is in receipt of the said materials.
2. The APGENCO is and shall remain the exclusive owner of the material/equipment free from all Encumbrances, charges of fines of any kind, whatsoever.
3. That this Indemnity Bond is irrevocable.
4. The condition of this bond is that if the vendor/contractor shall duly and punctually comply with the terms and conditions of this bond till the receipt and acceptance of the
materials/ equipment, then the above bond shall be void, but otherwise it shall remain in full force and virtue.

IN WITNESS whereof the vendor/contractor has here-unto set its hand through its authorized representative under the common seal of the Company, the day, month and year
first above mentioned.

WITNESSES

of M/S-----

S/d
By duly authorized representative 1.

2.

Schedule

Particulars of the Materials/equipments handed over for repair/ rectification	Quantity	Despatch particulars RR/LR No. & Date/Carrier	Value of material/ equipment	Signature of attorney in token of the receipt.
1	2	3	4	5

Witness- 1

Signature _____

Name _____

Address _____

Witness- 2

Signature _____

Name _____

Address _____

For and on behalf of

M/s _____

Name _____

Signature _____

Designation _____

Authorized representative of vendor/
Contractor

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

CLAIM REGISTER

Unit

Claim No. & Date	Claim Lodged on	Name of Supplier	P.O. Ref.	Supplier's Invoice No. & Date	Brief Description of Materials	RR/LR No. & Date
1	2	3	4	5	6	7

RR/LR Control Sl. No.	SRV No. & Date	Amount Claimed	Amount Settled	Cheque No. & Date	Underwriters/ Carriers' Claim reference	Remarks
8	9	10	11	12	13	14

(On letterhead only and Registered Post/ AD)

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

M/S _____

Subject: **Claim for Shortages & Damages**

Please register out claim for compensation of losses suffered by the Corporation due to delivery of consignment, detailed below, in short/damaged condition.

- 1. Name of Consignee :
- 2. Name of Consignor :
- 3. Suppliers' Invoice No. & Date :
- 4. RR/LR No. & Date :
- 5. Booked : Ex to.....
- 6. Booked as Small or full truckload : Small/ Full Truckload (Truck No._____)
- 7. Brief Description of Materials :
- 8. Value of Short/ Damaged materials :
- 9. P.O.No. & Date :

- Packages were offered for delivery in damaged condition and Open Delivery was effected and Open Delivery Certificate is enclosed.
-Packages were delivered againstpackages booked and in view of this open delivery was obtained and certificate is enclosed.
- Since the consignment was delivered in damaged condition, conditional receipt was given
- Damages have been noticed from the intact packages delivered.

Please acknowledge the receipt and process the claim for settlement. Also please intimate your registration number for future reference.
Thanking you,

Yours faithfully

(ADE/Stores & Spares)

Encl.: Copy of LR
Copy Open Delivery/ Shortages/ Damages Certificate
Copy of Suppliers' Invoice
Claim bill in original

CC 1. Sr. AO

(On letterhead only and Registered Post/ AD)

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

M/S _____

Subject: **Claim for Non Delivery of Consignment**

Please register out claim for compensation of losses suffered by the Corporation due to non- delivery of consignment, detailed below:

1. Name of Consignee :
2. Name of Consignor :
3. Suppliers' Invoice No. & Date :

4. RR/LR No. & Date :
5. Booked : Ex to.....
6. Booked as Small or full truckload : Small/ Full Truckload (Truck No._____)

7. Private Mark: :
8. Brief Description of Materials :
9. Value of Consignment :
10. P.O.No. :

Inspite of our repeated visits to your Delivery Office, consignment has not been delivered and is stated to have been lost in transit. Please acknowledge the receipt and process the claim for settlement. Also please intimate your registration number for future reference. Since the materials covered under this consignment are critically required, we request you to kindly locate the same, on priority, and arrange delivery at destination.

Thanking you,

Yours faithfully

(ADE/Stores & Spares)

Encl.: Copy of LR
Copy Non-delivery Certificate, if obtained
Copy of Suppliers' Invoice
Claim bill in original

CC 1. Sr. AO

APPENDIX - 21

(On letterhead only and Registered Post/ AD)

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

The Chief Commercial Manager

NB: Claim to be lodged both on Booking Railways and
Destination Railways

Subject: Claim for compensation for loss/shortages/ damages from railways

Dear Sir,

Please register out claim, as detailed below, for loss/shortage/damage in transit:

1. Name of Consignor :
2. Name of Consignee :
3. Consignment booked : Ex.....to.....
4. RR/PWB No. & Date :
5. Whether Full Wagon or Small: : Small/ Full wagon (Wagon No.....) :
6. No. of packages and description as
per RR :
7. Booked on Rly. Risk or Owner Risk :
8. Date of delivery :
9. Details of loss/shortage/damage etc. :
10. Supplier Invoice No. & Date :
11. Amount claimed :
12. P.O.No. & Date :

We request you to kindly register out claim for above consignment and acknowledge receipt. Also please arrange to furnish your claim registration number for future reference.

Thanking you,

Yours faithfully

(ADE/Stores & Spares)

Encl.: Copy of RR/PWB

Copy of Certificate from railways for loss/shortage/damages or Non Delivery Certificate

Copy of Supplier's Invoice

Claim Bill in Original

CC 1. Sr. AO

MARINE INSURANCE CLAIM FORM

For Quick disposal of claim:

1. Always quote Policy No. and Declaration Certificate No.
2. Study the question carefully and answer pertinent questions as fully as possible
2. Append all enclosure without fail.

1. (a) Policy No.	
(b) Declaration Certificate No. (if any policy Issued is an open policy)	
2. (a) Name of the assured as indicated in the policy	
(b) Full name and address of the consignee	
3. (a) Name of steamer and date of arrival	
Port of discharge & date of landing of goods	
(b) Date of arrival of goods at port.	
(c) Date when cleared from port	
(d) Reasons for delay in clearing, if an	
2. Full details of the mode of packing	
3. (a) External condition of packages, when delivered by steamship Co.	
(b) Full details of damages	
(c) Attributed cause of damages	
(e) Has steamer survey been held? If so enclose copy of Steamer survey report.	
4. (a) Has claim been made against the Carrier? If so, enclose copy of correspondence exchanged.	
(b) What is the result of claim on the Carriers?	
(c) If claim is not made against the carriers give Full reasons for the same	

If Goods are despatched to interior destination

5. (a) State the name of the railways, and the name of station from which goods were booked to interior destination	
(b) Give Railway Receipt No. & Date	
(c) State the name of the destination Railways Station and the owning railways	
6. If there has been delay in booking the goods, state Reasons	
10. (a) In what conditions the packages delivered to railways	
(b) Remarks made on Railway Receipt, if any ?	
11. (a) Date of arrival of packages at destination railway station	
(b) Date of clearing	
(c) Reasons for delay in clearing, if any	
12. Full details of the conditions in which the packages were taken delivery from the railways	
13. If damaged in transit, was open delivery taken? If so, attach certificate obtained from the railway. If no, give the the reasons thereof.	
14. Has railway survey been held? If so, attach copy of Survey report	
15. (a) Has claim been made against the railway? If so, attach copy of correspondence exchanged with the Rly.	
(b) State the result of the claim.	
16. If claim is not lodged state full reasons for the same	

IF GOODS ARE DESPATCHED TO CONSIGNEE'S WAREHOUSE FROM THE DESTINATION RAILWAY STATION:

17. (a) Give the full address of the final destination of the goods and state on what date the goods were despatched to that place from the destination railway station	
(b) On what date did the goods reach the final destination named above.	
(b) If there has been some delay in the goods reaching The final destination, state reasons for the same.	
18. Who transported the goods from the destination railway Station to the final destination	
(a) What was the external condition of the packages when delivered at the final destination	
(b) If damaged, state the nature of damage and attributed cause for the same.	
19. (a) After arrival of the goods at the final destination on what date did the consignee start opening up and inspection of the goods?	
(b) On what date was the inspection completed?	
20. (a) After completion of inspection as stated above on what date insurance survey was applied for, give ref. to letter No. & date	
(b) If insurance survey was held, state the date of inspection & attach a copy of the survey report.	
For shortages and other losses for which you think the Suppliers are liable, have you made a claim on them? If so, please append copies of correspondence of the Claim.	
21. Give any other useful information concerning claim	

I/We hereby certify that the information given herein and in the attached schedule is correct to the best of my/our knowledge and information. I/We also agree to render the (name of Insurance Co.) all necessary help in recovering the amount of full loss or a part of it either from Carriers or from anybody whosoever ultimately become liable to make good the loss.

Station

Signature

Date

Designation

Schedule enclosed

Schedule

Distinguishing Marks and No. of packages	Total No. of Packages	Total No. of packages found short	Of the balance total No. of packages examined	No. of packages found sound	No. of packages found damaged.

Details of Storage

Distinguishing marks & No. of each package	General description of contents	Description & quantity of items found short	Value

DETAILS OF ITEMS DAMAGED BUT REPAIRABLE

Distinguishing marks & No. of each package	General description of contents	Description and quantity of items damaged but repairable	Cost of repairing

DETAILS OF DAMAGED ITEMS REQUIRING REPLACEMENT

Distinguishing marks & No. of each package	General description of contents	Description and quantity of items damaged requiring replacement	Value of replacement	Your offer for the salvage of the damaged items

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

STORES RETURN NOTE

Indenting Deptt.		Stores Return Note No.	
Cost Code Centre		SRN Date	
Credit to A/C No.		SIV No. & Date	

Sl. No	Material Code/ Folio No.	Material Description	UM	Quantity Returned	Rate	Value	Balance before posting	Bin location
1	2	3	4	5	6	7	8	9

Signature

Returned by
(AE/AAE Maintenance)

Inspected by
(ADE/ Maintenance)

Received by (Stores)
AE/AAE

Approved by (Stores)
ADE

Priced by (Finance)

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

STORES RETURN NOTE CONTROL REGISTER

SRN No.	Date	Material Code/ Folio No.	Description of Materials	UM	Quantity	User Department (Returned by Maintenance)	Remarks
1	2	3	4	5	6	7	8

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

STORES REQUISITION CUM ISSUE VOUCHER (SIV)

Requisitioning Deptt.		SIV Control No.	
Cost Code		SIV Date	
Activity Code		Job Details	
Account No.		Work Order No.	

Sl. No.	Material Code/ Folio No.	Material Description	UM	Quantity Requisitioned	Quantity Issued	Issue Rate	Issue Value	Last Transaction Date Receipt/ Issued	Balance after last transaction	Bin Location
1	2	3	4	5	6	7	8	9	10	10

Signature:

Requisitioned by
User Department
AE/AAE

Approved by
User Department
ADE

Issued by
Stores Section
AE/AAE

Issue Approved by
Stores Section
ADE

Received by
User Department

Accounts

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

SIV Control Register

SIV No.	SIV Date	Material Code/ Folio No.	Description of Material	UM	Quantity Issued	User Department	Remarks
1	2	3	4	5	6	7	8

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Stores Transfer Note (STN)

Lending Unit		Location Code		STN No.	
Requisitioning Unit		Location Code		STN Date	
Cost Code Centre		Account No.		Reference of Authority	
RR/LR No. & Date`		Name of Carrier		Truck No/ Wagon No..	

Sl. No.	Material Code/ Folio No.	Description of materials	UM	Quantity Requisitioned	Quantity Issued	Rate	Issue Value	Balance Before Posting	Remarks
1	2	3	4	5	6	7	8	9	10

Signature

Requisitioning Stores

Authorized by (Stores)

Finance

Lending Stores
AE/AAE

Authorized by (Stores)
ADE

Finance

Received the Materials in Good Condition
(Receiving Unit)
One copy of STN to be returned after
Acknowledging the receipt

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

STN Control Register

STN Control No.	STN Date	Materials transferred to	Material Code/ Folio No.	Description of Material	UM	Quantity	Remarks
1	2	3	4	5	6	7	8

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Material Gate Pass

Unit

No. (Pre-numbered)

Date

SIV Control No. _____

Date

Please allow Shri _____ of _____ in person/through Vehicle No. _____ to take out from Stores the following materials

Sl. No	Material Code	Material Description	UM	Quantity	Remarks

Prepared by

Authorized by

Received by

Security

Signature

Signature

Signature

Signature

Name/Designation

Name/Designation
(Office Seal)

Name/Designation

Name/Designation

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Material Exit Gate Pass

Unit

Book No. (Pre-numbered)

Control No. (Pre-numbered)

Date _____

Sl. No.	Description of Materials	UM	Quantity	Vehicle No.	Name & Address of supplier/ Contractor/ organization taking out materials	Returnable/ Non-Returnable	Remarks
1	2	3	4	5	6	7	8

Prepared by

Authorized by

Received by

Security

At the Time of return of materials

Vehicle No. -----

Entry No.-----

Name Security Guard

Signature _____

Signature

Name/Designation

Signature

Name/Designation

(Office Seal)

Signature

Name/Designation

Signature

Name/Designation

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

KARDEX STOCK CARDS (Bottom Card)

Item Description-----

Code ----- UM -----

Part No.-----

Location-----

Date	Document Reference	Received from/ Issued to	Receipt	Issues	Total Issue	Balance	Date	Document Reference	Received from/ Issued to	Receipt	Issues	Total Issue	Balance

Description of item----- Code----- Reorder Level ----- Reorder Quantity-----
Minimum Level----- Maximum level-----

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Stocktaking/verification Sheet (Daily Report)

Date of stocktaking----- Department----- Section -----

Sl. No	Material Code Material location	Brief Description of Materials	UM	Stores Ledger Balance	PSL Balance	Ground Balance	Last transaction Document No. & Date	Discrepancy*		Stock Discrepancy Report No.	Remarks
								Quantity	Value		
1	2	3	4	5	6	7	8	9	10	11	12

I agree to ground balance shown in col. 7 as all the stock pertaining to the above items in the stock-taking sheet have been shown to stock- taker

Name &Signature of Stock- taker

Signature of Stores Head

Name & Signature of Custodian

Remarks

- (a) Shortages to be shown as (-) and Excess as (+)
- (b) In case of difference between quantities at 5 and 7 discrepancy exists and shall be shown in column 9.
- (c) Column 6 and 10 shall be filled by Finance.
- (d) Normally the stocktaking shall be done only after reconciliation of Stores Ledger and PSL. In case it has not been done before taking write on or write off action, reconciliation between the two records shall be done, which sometime may result in settlement of discrepancy.
- (e) Stocktaking sheets shall be given Sl. Nos. with machine beginning with 001 and shall be prepared in triplicate for distribution to Sr. Accounts Officer (original), Material Custodian Group and a copy retained by Stock-taker for records.

Andhra Pradesh Power Generation Corporation Ltd
(A Govt. of A. P. Undertaking)

Stocktaking/verification Discrepancy Report

Department -----

SDR No.-----

Section-----

Date

Sl. No.	Material Code	Brief Description of item	UM	Date of <u>Stocktaking</u> Sheet No.	Stock-ledger balance	Ground Balance	Last transaction Document No. & Date	Discrepancy*		Item Location	Remarks
								Quantity	Value (Rs.)		
1	2	3	4	5	6	7	8	9	10	11	12

* Shortages to be shown as (-) and excess as (+)

Signature of Stock-taker

Signature of Custodian

Stocktaking Discrepancy Report shall be prepared in triplicate for distribution as under:

Original DE (Stores)/ Custodian Department
1st copy Sr. Accounts Officer
2nd Copy Retained by Stock-taker/verifier