

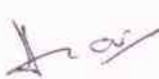
Dr. Ram Manohar Lohia Hospital, New Delhi

Duties and Responsibilities of Store Keeper

1. Professional supervisions of the store assign to him/her.
2. Create Demand on the basis of consumption.
3. Consolidate the demand against each & every specific / Annual Demands from the user departments.
4. Time to time communicate/discuss with Purchase to execute the Supply Orders.
5. Check & receive the material as per supply order & approved sample.
6. Make all entries in the inspection register, arrange the inspection by respective Inspecting Officer and after that enter the same in Stock Register.
7. Issue the material to the users as per their consumption in last 3 months/stock available in the Store.
8. Verification of bills after getting M.S. Sanction / Ex-post facto sanction.
9. Make weekly / monthly issue statement and same entered in the stock register and check physically with the balance.
10. Receive the equipment's from clearing agent / Indian supplier as per Supply Order.
11. Make all necessary entries and installation file, send to concern department to constitute the inspection committee and date & time for the same.
12. Inform company persons for meeting & arrange all things at the time of inspection.
13. Make the list of items found along with their S.I.NO. & Modal Nos.
14. If there was any short supplied items, make a list of them & communicate / inform the co person and Purchase Section immediately.
15. Time to time pursue the demand, information and communication and correspondence with the Purchase, user and company persons.
16. Send a list of items / equipment to the user for indent and issue the same as per list.
17. Inform the company to install the equipment as per schedule.
18. Make an installation report in 4 copies and send the same to concern HOD for sign. If the machine is installed & working satisfactorily.
19. Issue the I/R to user, purchase section, company/indian agent respectively after dispatch the same.
20. To make all entries of issue, demand, bill verification, equipment detail in computer.
21. Inform CMO(Store)/higher authorities regarding the equipment details every month.
22. Arrange a meeting in every three months with MS, all user department and Purchase section to solve the problems and improve the system.
23. Sell the plastic waste, wooden and other material as per tender approved.
24. Check the equipment's of the user department at the time of condemnation and kept the same in store till auctions.
25. Develop the network between hospital & venders, so that the stock of necessary items always insufficient quantity and in case of emergency all can be managed.
26. Any other work assign to him by the higher authorities.
27. To keep the entire inventory under safe custody & store as per prescribed guidelines and management of material in the store.
28. To facilitate the annual physical stock verification by the deputed officer.
29. To furnish the information as and when required by the officers regarding RTI, Parliament Questions and the other institutions / authorities.
30. Collection, compiling & placing the annual demand to Purchase section and receive the supply in accordance with supply order issued by Purchase.
31. On an average a Store Keeper posted in Stores handles material work approx. ₹ 1- 4 crores annually.
32. Performing extra duties as assigned by controlling Officer in disaster management all over the India even on weekly off / holiday and perform special duties on national holidays.
33. To make local purchase of essential items under ₹ 1000/-.
34. Stock verification of store done on 1st and 2nd of every month by I/c Concern Store.
35. To make the arrangement of goods from other hospitals on loan basis and also to make local purchase from retail shops.


I/c & CMO (Stores)


Deputy Director (Admn.)


Medical Superintendent