FLOW CHART FOR CPDA/ DOC

Indent Raised by Deptt./ Faculty

↓

Received in Stores Section

↓ *1 day*

Sent to Accounts Section for fund availability

↓ *1 day*

Received back in Stores Section

↓

If, material is available | If material is to be procured

If, material is available → *1 day* → issued immediately

If material is to be procured → Issued within:

10 days=Cartridges/ Tonner.

20 days=Comp. peripherals.

10 days=Other items.

↓

Material received by Deptt. Storekeeper

↓ *1 day*

Entry made in deptt. Stock Register

↓ *1 day*

Certified indent be sent to Stores Section

↓ *1 day*

Forwarded to Accounts Section