

**CIRCULAR NO.EDP (OLIMSV-3/2004. DATED 06.01.2004.**

**Sub: Opening of new bins (Tally Boards) - Reg.**

Instances have come to the notice of the officers of Computers Department th the items in R&I ward are growing continuously at all the Zones. This is because of tl bad practice of opening of new bins by the System Supervisors either in R&I or oth wards without ensuring whether that particular item is already stocked.

In this connection the following guidelines are issued:

- >Before opening any new bin, the System Supervisor has to ensure that the san material is not stocked in any of the Wards of the zone. After ensuring that the ite is not in the Item Master table, then the new bin has to be opened giving a new ite code.
- >If an item is already opened in R&I Ward and later made stock item, then the wa and bin no of the R&I Item has to be modified.. By modifying the ward and bin n the item code remains the same and the historical and current data are retained.
- >By giving another bin number, i.e. another Item code, for the already stocked ite either in R&I or other wards, the data of the two bins cannot be merged, and the san item will be stocked at two places and this may lead to unnecessary redundancy ai overstocking of items.

All the Controllers of Stores are advised to instruct the System Supervisor thoroughly check the item master table before opening a new bin either in R&I or oth wards.

Sd/- S.K.Mathur ExecutiveDirector (MIS)

**//ATTESTED//**

COS(Sr.Manager-IT)

 24/1/07

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ED(E) for information.

All ED(Zones) for information.

CE(C&IE)/CCOS for information.

All COSs/Dy.CAOs /Dy.CMEs for information and necessary action.

All Stnpr.s Officers/Purchase. Officers for information