

NATIONAL CENTRE FOR RADIO ASTROPHYSICS

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

Pune University Campus, Ganeshkhind, Pune - 411 007

INVENTORY MANAGEMENT & DISPOSAL CELL

Ref : NCRA/IMD/1651(1)/2009

July 20, 2009

Sub : - Procedure for allotment of Accession Number for upgradation of Capital Item.

Dear All,

Furnished here below is the Institute procedure for allotment of accession number for upgradation of main capital items :-

1. Wherever any capital item is upgraded, the cost of upgraded items as well as incidental expenses like clearance charges, custom duty, local agent commission etc. incurred for procuring of items shall form the part of the cost of equipment and should be added to the cost of the main equipment and *shall not be allotted separate accession number.*
2. In order to keep track of information with reference to the independent attachments or accessories during upgradation of the main equipment, the accession number will be given as below :-
For example :
 - a. HP PROLIANT SERVER purchased on 11.12.2006 as main equipment and accession number allotted is **A - 3863**.
 - b. Afterward, HP MSA20 ENCLOSURE purchased on 26.06.2007 for upgradation of above main equipment then accession number will be given as **A - 3863A** and cost of this item will be added to the main equipment cost.
 - c. Again, HP MSA20 STORAGE ENCLOSURE purchased on 22.06.2009 for upgradation of main equipment then accession number will be given as **A - 3863B** and cost of this item will be added to the main equipment cost.

In above case, component (b) & (c) i.e. **A - 3863A** and **A - 3863B** indicates the number of accessories of the main equipment has.

3. As confirmed by Sh. L. S. Nair (Store Officer) TIFR, above procedure is followed at TIFR, Mumbai. Purchase & Stores Officer is requested to give necessary instruction to Store personnel to implement the above procedure at NCRA also.

10/7/09
20/7/09
J. D. Mandhare
Admin. Officer - IMD Cell

Distribution :- Purchase & Stores Officer, Accounts Officer, Head (A & F), PSC, Engineer In-charge, NCRA/GMRT, Chief Scientist, Dean, NF, Centre Director