

# Finance Department

## Stores Section

Controlling Officer	:	Sri. S. Srinivasa Rao
Designation	:	Deputy Chief Accounts Officer
Email ID	:	fa.ssr.vpt@gov.in
Mobile Number	:	9246619970
Office Number	:	0891-2873224
Section Officer	:	Ms. M. Tejaswi
Designation	:	Accounts Officer Gr.-1
Email ID	:	famt.vpt@gov.in
Mobile Number	:	8500074527
Office Number	:	0891-2873228
Section Number	:	0891-2873226
Section Staff	:	Sri. K. Sridhar Raju – Asst. Acct. Sri. S. Applu Naidu – Jr. Clerk

This section deals with the financial scrutiny of proposals and payments relating to Medical Department & MM Division. In connection with stores section, the following activities are being carried out by the section officer with support of the Ministerial staff.

- Verifying and vetting the procurement budgetary estimates in accordance with the CVC guidelines.
- Opening of the Limited Tenders for the procurements value less than Rs. 2 Lakhs on every Tuesday and Friday and finalisation the same.
- Opening of e-Tenders irrespective of value of Estimates.
- Attending the Tender Committee Meetings
- Scrutinizing the tender offers and recommending the tender committee proceedings irrespective of the procurement value.
- Attending and finalising the Annual Tender of Medical and Surgical Items.
- Attending and finalising the Annual Medical Local Purchase Tenders in addition to the procurement of cancer drugs on case to case basis.
- Verifying and vetting the Draft Purchase Orders (DPO) and U.O. Notes.
- Scrutinising the Board Notes of CMO and MM Division.
- Attending for spot purchases in the market as a member of Sport Purchase Committee (SPC) and recommending the L1 along with proceedings.
- Approving the procurement bills received from MM Division of CME Department both physically and electronically (in SAP).
- Approving the medical bills and surgical bills received from Medical Department respectively both physically and electronically (in SAP).
- Approving the Imprest bills of all departments both physically and electronically (in SAP).

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- Releasing of EMD's and Security Deposits of Material Suppliers and Medical Vendors.
- Releasing of procurement advances and reviewing/reconciling/clearing the same on periodical basis.
- Issuing/processing of Letter of Credits (LC's) / Cash Against Document (CAD) payments for procurements of materials from the foreign suppliers.
- Compliance with time to time GST rules/notifications in order to avail Input Tax Credit on the procurements.
- Reviewing the Price Stores Ledger (PSL).
- Inter departmental correspondence.
- Reviewing of the Stores Budget submitted by the Material Management Division and CMO Department.
- Compliance with time to time GST rules/notifications in order to avail Input Tax Credit and GST-TDS and issuance of circulars to user departments.
- Providing relevant GST invoices including debit/credit notes to GST consultants in order to avail Input Tax Credit.