



**JAMMU & KASHMIR ENERGY DEV. AGENCY  
SCIENCE AND TECHNOLOGY DEPARTMENT  
16, New Rehari, Jammu**

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**Sub. Delineation of responsibilities with regard to Receipt & Dispatch of Stores/Material, Stock Entry(ies), Quantitative Verification & Validation and Qualitative / Technical Conformity Verification.**

**ORDER NO :- 36-EDA of 2017.  
D A T E D :- 23 -02-2017**

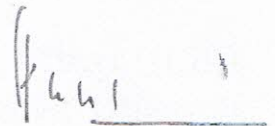
JAKEDA, inter-alia, is in the business of procurement of different energy devices under various *State/Central Govt (MNRE)* sponsored schemes/programmes and therefore every year, the Agency procures substantial quantities of solar home systems, solar street lights, solar power plants, solar cookers, solar water heating systems, biomass cookstoves and other energy saving devices.

In order to streamline the Receipt & Dispatch of Stores/Material, Stock Entry(ies), Quantitative Verification & Validation and Qualitative/Technical Conformity Verification in respect of the aforementioned energy devices procured by the Agency, the following delineation of responsibilities is hereby ordered :-

1. The Purchase Order(s) issued by the Purchase Officer (CEO, JAKEDA) shall be shared with the concerned District Officer(s), JAKEDA, in respect of the district(s) for which the material ordered for is consigned.
2. The Principal Supplier of the material, ordered for, shall supply and deliver the Stores/Material at the designated destination/warehouse points, that would be indicated by the concerned District Officer(s), JAKEDA.
3. All the bills for the Stores/Material supplied shall be submitted by the Principal Supplier in the Central Office, JAKEDA, from where the bills would be officially forwarded (*within a period of two days*) by the Accounts Section to the concerned District Officer(s) for necessary Stock Entry(ies).

4. The concerned District Officer(s) shall instruct the respective Storekeeper(s) to receive the Stores/Material ordered for and make appropriate Stock Entry(ies) of the Stores/Material received. The Stock Entry(ies) should be clear with regard to the components of the Stores/Material ordered for, say as an illustration for a solar home systems, the Stock Entry(ies) would typically be as under :-
  - X No. of Modules
  - Y No. of Batteries
  - Z No. of Associated Accessories ..... & so on.
5. The concerned District Officer(s), JAKEDA would Verify the Stock Entry(ies) made by the respective Storekeeper(s) and forward the Quantitatively Validated Bills to the Engineering Wing of JAKEDA, in the Central Office within a period of seven (07) days from the date, the bill is forwarded to the District Office(s), JAKEDA by the Accounts Section, in the Central Office.
6. The Engineering Wing of JAKEDA, in the Central Office shall Validate the Stores/Material Quantitatively and certify that the Stores/Material Qualitatively conform to the specifications prescribed in the respective Purchase Order/NIT.
7. The Engineering Wing would subsequently forward the verified bills to the Accounts Section of the Central Office for necessary payments in terms of the relevant T&Cs of the Purchase Order(s) within a period of three (03) days from the date, the bill is forwarded to the Engineering Wing by the respective District Office(s), JAKEDA.

The aforementioned delineation of responsibilities would have immediate effect .



(Shafat Sultan)  
Chief Executive Officer  
JAKEDA

No. ST/EDA/SPP's/63-A/2011-12/P-III/006-11 Dt. 23-02-2017.

Copy to the :-

1. Commissioner/Secretary to Govt., Science & Technology Department for kind information.
2. Executive Engineer, JAKEDA.
3. Dy. CEO, JAKEDA
4. Assistant Director (Finance), JAKEDA
5. All District Officers, JAKEDA
6. Storekeepers JAKEDA Stores, Jammu / Srinagar

} for n/a.