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FUNCTIONS PERFORMED BY A STOREKEEPER



CASE STUDY

CASE STUDY STOREKEEPING.pdf

Storekeeping process of Welless Forever Chemist and Supermarket, Shivaji Nagar Pune.

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PRIMARY FUNCTIONS OF STOREKEEPING

- ✘ The main objective of the store is to provide necessary inputs to the production/operations departments at a minimum cost.
- ✘ To ensure this the following activities are to be performed:
- ✘ To make available a balanced flow of raw materials, components, tools, equipment and other stores required for operation.



PRIMARY FUNCTIONS OF STOREKEEPING

- ✘ To provide maintenance material, spare parts and general stores as required.
- ✘ To receive and issue material after physical inspection and proper identification.
- ✘ To store and preserve material



PRIMARY FUNCTIONS OF STOREKEEPING

- To ensure safety and security of material.
- To arrange for collection, acceptance of scrap, and other discarded material for disposal.



SECONDARY FUNCTIONS OF STOREKEEPING

- ✘ Collection, inspection and acceptance
- ✘ Stores accounting
- ✘ Stock control
- ✘ Feedback information to materials control section.



SECONDARY FUNCTIONS OF STOREKEEPING

- ✘ Help in standardization and variety reduction.
- ✘ Service information: Such as
 - ❖ Certification of invoices for quantity and quality.
 - ❖ Particulars of anticipated changes in consumption
 - ❖ Procurement of items urgently required in case of breakdowns
 - ❖ Listing of obsolete, surplus and scrap materials for disposal.



FUNCTIONS

The function of the storekeeper is as following:-

- ✘ To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- ✘ To check the materials thoroughly for quality, quantity, specification condition, condition etc.
- ✘ To categorise the materials category wise and stock in the appropriate locations.



FUNCTIONS

- ✘ To take appropriate action for care and preservation of the materials.
- ✘ Periodical stock verification and ensure correctness of stock at all times.
- ✘ To take safety measure for the safety of store house, materials and men working in store.



FUNCTIONS

- ✘ To maintain neatness and tidiness in the store house.
- ✘ To issue materials to the departments as per the indents.
- ✘ To issue materials to departments as per the schedule.



FUNCTIONS

- ✘ To pass the bills of the materials received from vendor and send it to Accounts department for payment.
- ✘ To carry out periodical check and condemnation of unserviceable material.
- ✘ To take action for disposal of scrap material as per the procedure.



FUNCTIONS

- ✘ To maintain all the documents up to data.
- ✘ Generate reports and submit to concerned authorities.
- ✘ To attend audit by the auditors.



THANK YOU

- ✘ Source: <http://v2020eresource.org/content/files/storekeepingobjectives.htm>