



## 12 Inventory Management

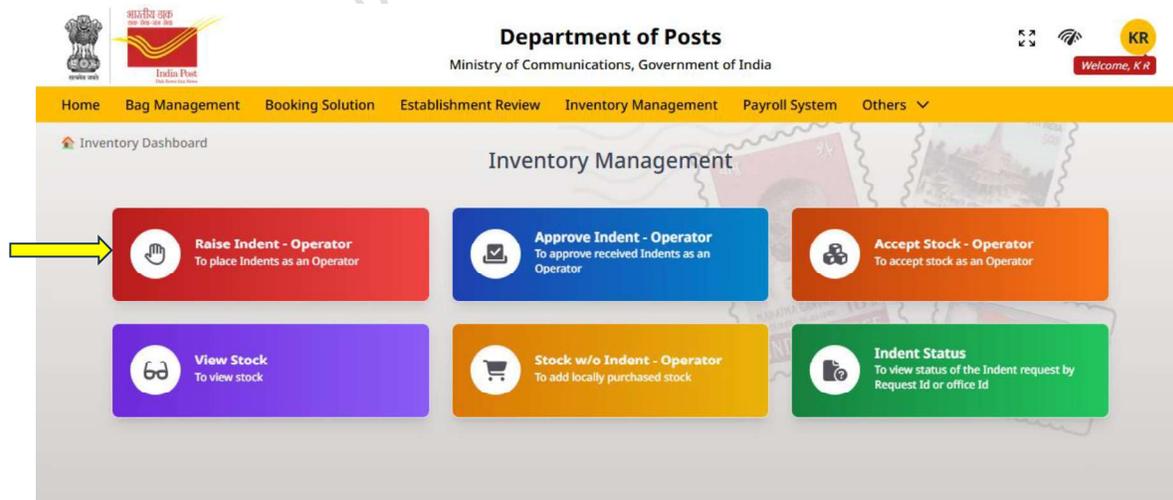
Inventory Management option is used for Raising Indents, Approving Indents, Accept/View Stock, To add locally purchased stock and to view the status of indents placed.

The roles of PA, Postmaster, PSD PA and PSD Manager are required for carrying out the above mentioned tasks.

In this section, we will see Inventory Management work flow for Operative Post Office.



### 12.1 Raise Indent as Operator



Log in as Postal Assistant and Click on Inventory Management Card.



## Operational Guide – Head Post Office



On clicking on the Inventory Management Card, various sub cards will appear. Click on Raise Indent – Operator to place indents as an operator.

Department of Posts  
Ministry of Communications, Government of India

Home Bag Management Booking Solution Establishment Review Inventory Management Payroll System Others

Inventory Dashboard > Stock Request

Stock Request - Operator

General request  Exceptional request

Select Warehouse\*  
Choose an option

Main Category\*  
Choose an option

Add Stocks

Category\*  
Choose an option

Sub Category\*  
Choose an option

Product Name\*  
Choose an option

Denomination/Amount\*

Quantity\*

Add Product Reset Form

Stock Details  
No data available

On clicking on Raise Indent – Operator, a fresh page will open. User has to select the relevant Warehouse, Mini Category and Add stocks by selecting Category, Sub-Category, Product name, Denomination/Amount and Quantity. After Selecting all the mandatory fields, click on Add Product.

A sample screenshot is shown below

Department of Posts  
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Inventory Dashboard > Stock Request

Stock Request - Operator

General request  Exceptional request

Select Warehouse\*  
POSTAL STORES DEPOT, HUBBALLI

Main Category\*  
Stamps & Stationery

Add Stocks

Category\*  
Definitive Stamps

Sub Category\*  
Definitive - PUBLIC POSTAGE ST

Product Name\*  
Rose (2 rs)

Denomination/Amount\*  
200

Quantity\*  
561

Add Product Reset Form

Stock Details  
No data available

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Here, warehouse selected is Postal Stores Depot Hubballi, Main Category is Stamps and Stationery, Category is Definitive Stamps, Sub category is Definitive – PUBLIC POSTAGE STAMPS, Product Name is Rose(2 rs), Denomination/Amount will auto populate and Quantity is 561 . Click on Add Product to get the below screen.

# Operational Guide – Head Post Office



Department of Posts  
Ministry of Communications, Government of India

Home Bag Management Booking Solution Establishment Review Inventory Management Payroll System Others

Inventory Dashboard > Stock Request

### Stock Request - Operator

General request  Exceptional request

Select Warehouse\*  
POSTAL STORES DEPOT, HUBBALLI

Main Category\*  
Choose an option

**Add Stocks**

Category\* Sub Category\* Product Name\* Denomination/Amount\* Quantity\*

Choose an option Choose an option Choose an option

Add Product Reset Form

Stock	Quantity	Total Value	Actions
D2002-ST001-ROSE	561	112200	Remove

Rows per page: 10 1-1 of 1

Place Request

On confirming the stock details, click on place request to place the indent.

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Home Bag Management Booking Solution Establishment Review Inventory Management Payroll System Others

Inventory Dashboard > Stock Request

### Stock Request - Operator

General request  Exceptional request

Select Warehouse\*  
POSTAL STORES DEPOT, HUBBALLI

Main Category\*  
Choose an option

**Add Stocks**

Category\* Sub Category\* Product Name\* Denomination/Amount\* Quantity\*

Choose an option Choose an option Choose an option

Add Product Reset Form

**Stock Details**  
No data available

Request has been placed against the ID : REQ\_21268551\_10

A message: Request has been placed against the ID will appear.



## 12.2 Authorize Raised Indent as Supervisor

Log in as Postmaster and click on the Inventory Management Card, various sub cards will appear. Click on Authorize Raised Indent – Supervisor to authorize indents raised by an operator.

The screenshot shows the 'Inventory Management' dashboard with several cards. A yellow arrow points to the 'Authorize Raised Indent - Supervisor' card, which is red and contains the text: 'Authorize Raised Indent - Supervisor. To authorize the Indents raised by the Operator'.

Postmaster will be able to see the indent details by clicking on Request ID. Indent Details such as indent number and date along with Item Code, Item Name, Denomination, Quantity(Requested) and Total Value will appear. Postmaster can Cancel the Indent by clicking on Cancel button, if any discrepancies are found.

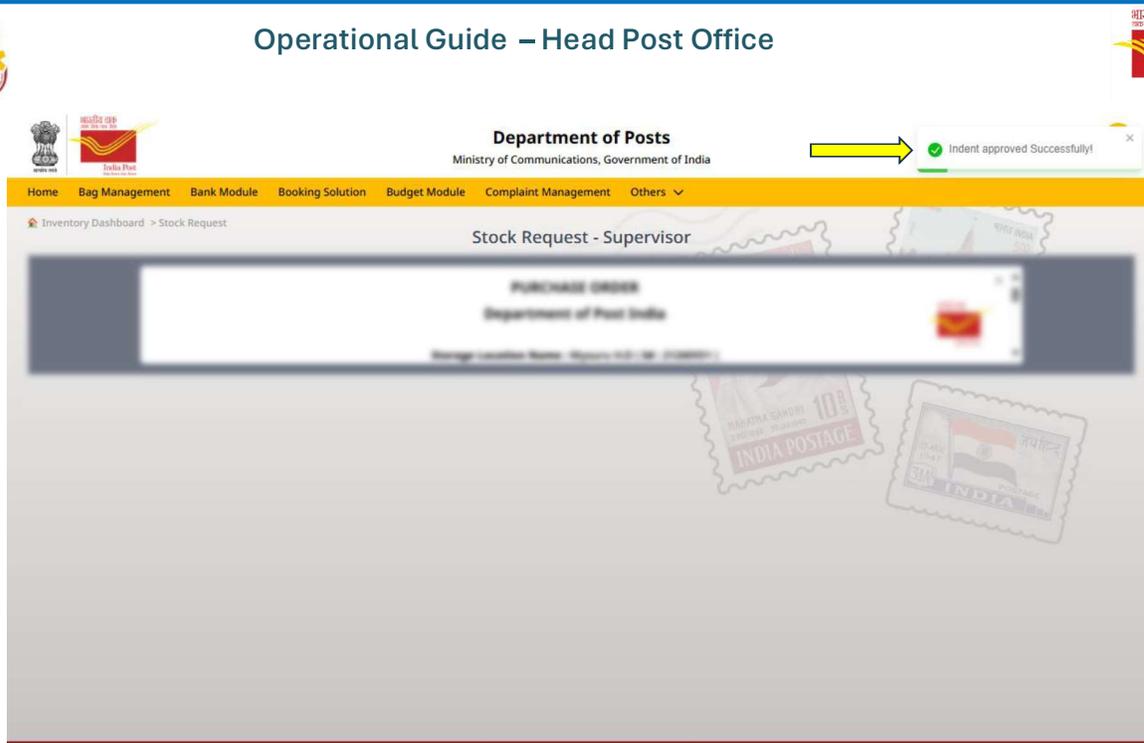
The screenshot shows the 'Stock Request - Supervisor' page. It includes a search box for Request ID with 'REQ\_21260551\_10' selected. Below is the 'Indent Details' section with 'Indent Number: REQ\_21260551\_10' and 'Date: 05-03-2025'. A table lists the items:

Sl.No.	Item Code	Item Name	Denomination	Quantity (Requested)	Total Value	Cancel
1	D2002-ST001-ROSE	Rose (2 rs)	200	561	112200.00	Cancel

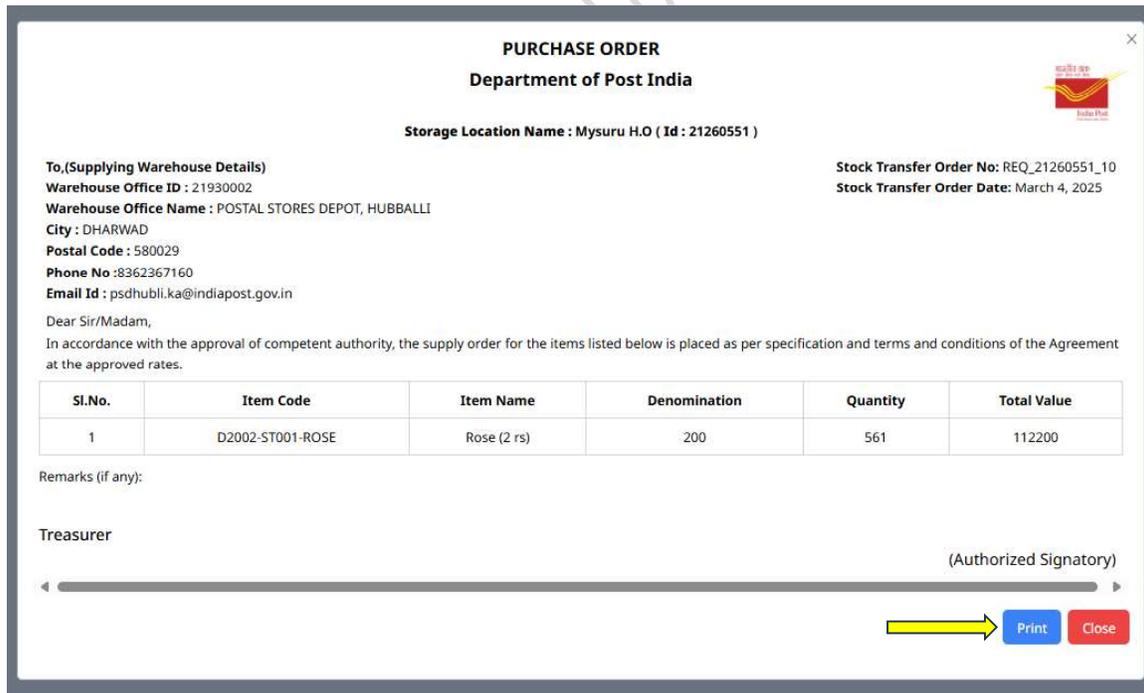
Yellow arrows point to the 'Cancel' button in the table and the 'Authorize' button at the bottom right.

After confirming the details, Postmaster will click on Authorize button. Indent Approved Successfully message will appear.

# Operational Guide – Head Post Office



On authorizing the indent, a Purchase Order will be generated in PDF as shown in the screenshot below. User can take printout of this for reference.



**The List of Stationery Items supplied by Stores Section, Postal Stores Depot  
Nashik-422006.  
Annexure-A**

SL. No.	Number of Material Code	Name of Stationery Items	Category	Sub Category
1	100803	Note Sheet Pads	Publications	Publications
2	101370	Black Stamp Cancelation Ink	General Stationery	General Stationery
3	100764	Brass Band Ink Pad	General Stationery	General Stores & Article
4	101288	Pins Steel in Packet	Misc	Uniforms
5	100758	Black Sealing Wax	General Stationery	General Stores & Article
6	100760	Cotton Twine Ball	General Stationery	General Stores & Article
7	100759	Jute Twine	General Stationery	General Stores & Article
8	102199	File Board	General Stationery	Stationery SP/EPP
9	100725	File Band	General Stationery	General Stationery
10	102184	Blank Book 1 Quire	General Stationery	Stationery SP/EPP
11	101289	Blank Book 2 Quire	Misc	Uniforms
12	102187	Blank Book 3 Quire	General Stationery	Stationery SP/EPP
13	105012	Ruled Book 1 Quire	General Stationery	General Stationery
14	101290	Ruled Book 2 quire	Misc	Uniforms
15	102191	Ruled Book 3 quire	General Stationery	Stationery SP/EPP
16	101916	A4 size Xerox copier Paper 75 GSM	General Stationery	General Stationery
17	102201	Computer Paper 15X 12 X II ply. (Dot Matrix)	General Stationery	Stationery SP/EPP
18	101291	White Lace	Misc	Uniforms
19	100767	Rubber Stamp Pad CI-III	General Stationery	General Stores & Article
20	100750	Plastic Seals	General Stationery	General Stationery
21	100118	J D Bags (Red)	Bags	Bags
22	100642	Dausati Red Account Bag Size-I	General Stationery	General Stores & Article
23	100643	Dausati Red Account Bag Size- II	General Stationery	General Stores & Article
24	101308	Dausati Red Account Bag Size- III	Misc	Uniforms
25	100640	Dausati Green Cash Bags -I	General Stationery	General Stores & Article
26	100639	Dausati Green Cash Bag S-II	General Stationery	General Stores & Article
27	100120	J. D. Bags for Postman (Khaki)	Bags	Bags
28	100614	Letter Boxes C-V	General Stationery	General Stores & Article
29	100659	Iron Cash Chest For BO	General Stationery	General Stores & Article
30	101293	Box File	Misc	Uniforms
31	102473	BOPP Tape	General Stationery	General Stationery
32	100753	Thermal Sticker Roll	General Stationery	General Stationery
33	100612	Letter Boxes C-III	It is not included in DOP APT IT 2.0	
34	N/A	Note Pads (Conference Pad)		
35	N/A	Umbrella for GDS		

## Annexure

### Inventory

SL.No	Material Code	Material Name (Inventory)	Product Category	Sub Category	Accountable/ Unaccountable
1	100012	ACG -35 CASH BOOK OF RMS	Forms	Forms	Unaccountable
2	100342	ACG-19 ABSRACT OF CON BILLS	Forms	Forms	Unaccountable
3	100006	ACG-28 Register of Cheques	Forms	Forms	Unaccountable
4	100029	ACG-64 (A) OTA BILLS(HOLIDAYS)	Forms	Forms	Unaccountable
5	100465	APAR FORM GP-C	Forms	Forms	Unaccountable
6	102013	ATAL PENSION YOJNA (APY) Form	Forms	Forms	Unaccountable
7	102344	ATM FORM	Forms	Forms	Unaccountable
8	100371	CN-22 - CUSTOMS DELCARATION	Forms	Forms	Unaccountable
9	103402	CN-23 CUSTOMS DECLARATION	Forms	Forms	Unaccountable
10	100011	EMO Form	Forms	Forms	Unaccountable
11	100044	EST-91 (A)- STATISTICAL REG OF INSURED	Forms	Forms	Unaccountable
12	100369	EST-91(B) STATIS REG OF VPP(ORD INS)	Forms	Forms	Unaccountable
13	100370	EST-92 (B) STCL RGR PL BR	Forms	Forms	Unaccountable
14	100247	Estt-2	Forms	Forms	Unaccountable
15	102356	FIRST CLASS BAG LABEL	Forms	Forms	Unaccountable
16	102673	FORM-15 H	Forms	Forms	Unaccountable
17	100047	GEN-30 APLN TEM W/D OF GPF	Forms	Forms	Unaccountable
18	102351	GENL-31 (II) MAIN ANSWER 8 PAGES	Forms	Forms	Unaccountable
19	100474	GROUP-B APAR FORM	Forms	Forms	Unaccountable
20	100381	M-42 MAIL PAD	Forms	Forms	Unaccountable
21	102354	MED-97(APPLN. CLMG. REF.OF MED. CHARGES)	Forms	Forms	Unaccountable
22	101441	MS - 94(S) COMPLAINT SUGGESTION BOOK	Forms	Forms	Unaccountable
23	100396	MS 27 POSTMAN BOOK	Forms	Forms	Unaccountable
24	100077	MS-12 NOMINAL ROLL	Forms	Forms	Unaccountable
25	100254	MS-83 DAILY REPORT OF HEAD SORTER	Forms	Forms	Unaccountable
26	100080	MS-84 DAILY REPORT OF MG	Forms	Forms	Unaccountable
27	102274	MSSC AOF	Forms	Forms	Unaccountable
28	102672	FORM-15 G	Forms	Forms	Unaccountable
29	100347	PA-17(A) COPY OF SO ACCOUNT	Forms	Forms	Unaccountable
30	102283	Parcel Bag Label CBM	Forms	Forms	Unaccountable
31	102012	PMJBY	Forms	Forms	Unaccountable
32	102011	PMSBY	Forms	Forms	Unaccountable
33	102285	REGD BAG LABEL RBM	Forms	Forms	Unaccountable
34	100018	REGISTER OF CONTGENT	Forms	Forms	Unaccountable
35	100469	RP-36 INSURED ENVLP	Forms	Forms	Unaccountable
36	100232	S-37 ATTENDENCE REGR	Forms	Forms	Unaccountable
37	104941	SB CQE-4(a) APPLN FOR CHEQUE BOOK	Forms	Forms	Unaccountable
38	100244	SB- 55 NOMINATION FORMS	Forms	Forms	Unaccountable
39	100313	SB- 6 SPECIMEN SIGNATURE	Forms	Forms	Unaccountable
40	100332	SB-103 PAY IN SLIP	Forms	Forms	Unaccountable

SL.No	Material Code	Material Name	Product Category	Sub Category	Accountable/ Unaccountable
41	100311	SB-2 BO(SMALL) BR OFFICE SB JOURNAL	Forms	Forms	Unaccountable
42	100334	SK-2 INDENT FOR ARTICLES	Forms	Forms	Unaccountable
43	101529	SK-85- INDENT OF FORMS	Forms	Forms	Unaccountable
44	102286	SPEED POST BAG LABEL	Forms	Forms	Unaccountable
45	100046	EST-95- MEDICAL CERTIFICATION ( NON-GEN)	Forms	Other Printing	Unaccountable
46	100202	MED-103 CRT A MED REIM	Forms	Other Printing	Unaccountable
47	100203	MED-104 CER B MED REIM	Forms	Other Printing	Unaccountable
48	101412	LAB-56-BIG SIZE ENVELOPE	Forms	Other Printing	Unaccountable
49	100221	FORM – 12 (PSD NASHIK)	Forms	Forms	Unaccountable
50	102235	AAS II (CHEQUE)	Forms	Forms	Unaccountable
51	102343	ASLAASS-5 CARDS	Forms	Forms	Unaccountable
52	101357	ACG-14(T)- TREASURY VOUCHER BOOK	Forms	Forms	Unaccountable
53	100099	GDS IDENTITY CARD	Forms	Forms	Unaccountable
54	101409	GRAM CHILDRENS POLICY ( RPLI)	Forms	Forms	Unaccountable
55	100081	MSOT - 11(A)	Forms	Forms	Unaccountable
56	102142	PLI CHILDREN POLICY BOND 120 GSM (I/C)	Forms	Forms	Unaccountable
57	102237	PLI window cover 14x21.5 cm	Forms	Forms	Unaccountable
58	100508	PLI YUGAL SURAKSHA POLICY BONDS	Forms	Forms	Unaccountable
59	101498	RPLI GRAM SUVIDHA POLICY DOCUMENT	Forms	Forms	Unaccountable
60	101493	RPLI AEA 15 YRS GRAMA SUMANGALA	Forms	Forms	Unaccountable
61	102233	RPLI Window Cover 14 x 21.5 cm	Forms	Forms	Unaccountable
62	101503	RPLI WLA GRAM SURAKSHA 80 GSM	Forms	Forms	Unaccountable
63	102238	S-97 RPLI file Cover for RPLI	Forms	Forms	Unaccountable
64	101507	S-97 FILE COVER GENERAL	Forms	Other Printing	Unaccountable
65	103584	PA-5	Forms	Forms	Unaccountable
66	100382	M-43 ML ABST OF DET OF U/U BAG	Forms	Forms	Unaccountable
67	101501	RPLI PROPOSAL FORM	Forms	Forms	Unaccountable
68	101461	PLI PROPOSAL FORMS	Forms	Forms	Unaccountable
69	102269	SB-7 [A] (H/E) Application Closure	Forms	Forms	Unaccountable
70	102014	KYC FORM	Forms	Forms	Unaccountable
71	102267	SB-7(H/E) Application for Withdrawal	Forms	Forms	Unaccountable
72	102353	INTIMATION SLIP (RP-65)	Forms	Forms	Unaccountable
73	100346	RP- 3 (L) RGR OF PL LIST(L)	Forms	Forms	Unaccountable
74	100097	RP-1	Forms	Forms	Unaccountable
75	100057	M-1(A) SECTION MAIL LIST	Forms	Forms	Unaccountable
76	100306	RP-55-VP INTIMATION FORMS	Forms	Forms	Unaccountable
77	100015	ACG 22-A BO DAILY ACCOUNT	Forms	Forms	Unaccountable
78	100019	ACG-17 Money payment Voucher	Forms	Forms	Unaccountable
79	100344	ACG-20 PAY BILL OUTER SHEET	Forms	Forms	Unaccountable
80	102022	ANNEXURE- I Opening Sr.Citizen PPF Acc	Forms	Forms	Unaccountable

SL.No	Material Code	Material Name	Product Category	Sub Category	Accountable/ Unaccountable
81	102346	COMMON ACCOUNT OPENING FORM	Forms	Forms	Unaccountable
82	100050	LAB 54 ENVELOPES	Forms	Other Printing	Unaccountable
83	100056	M-1 MAIL LIST	Forms	Other Printing	Unaccountable
84	102232	RPLI Window Cover 22 x 31 cm	Forms	Forms	Unaccountable
85	102236	PLI Window Cover 22 x 31 cm	Forms	Forms	Unaccountable
86	105306	ACG-61 CHARGE REPORT	General Stationery	General Stationery	Unaccountable
87	105320	BLANK LETTER BAG LABEL(RED)	General Stationery	General Stationery	Unaccountable
88	105321	BLANK SPEED BAG LABEL (ORANGE)	General Stationery	General Stationery	Unaccountable
89	105322	BLANK BAG LABEL.REG.(GREEN)	General Stationery	General Stationery	Unaccountable
90	105319	BLANK PARCEL BAG LABEL (BLUE)	General Stationery	General Stationery	Unaccountable
91	100354	PSD TAG LABEL	General Stationery	General Stationery	Unaccountable
92	100876	PLI PASSBOOKS	General Stationery	General Stores and Article	Unaccountable
93	102340	S-97 PLI File Cover	General Stationery	Stationery SP/EPP	Unaccountable
94	102312	ACG-11	General Stationery	Stationery SP/EPP	Unaccountable
95	102310	APAR STENO	General Stationery	Stationery SP/EPP	Unaccountable
96	102308	ECS-1	General Stationery	Stationery SP/EPP	Unaccountable
97	102309	ACG-34	General Stationery	Stationery SP/EPP	Unaccountable
98	103246	PLI SUMANGAL POLICY BONDS	General Stationery	Stationery SP/EPP	Unaccountable
99	103247	PLI SURAKSHA WLA POLICY BONDS	General Stationery	Stationery SP/EPP	Unaccountable
100	103245	PLI SUVIDHA CWA POLICY BONDS	General Stationery	Stationery SP/EPP	Unaccountable
101	102311	RP-54 LOOSE	General Stationery	Stationery SP/EPP	Unaccountable
102	103244	SANTOSH PLICY BONDS	General Stationery	Stationery SP/EPP	Unaccountable
103	101219	SPEED POST POD	General Stationery	Stationery SP/EPP	Unaccountable
104	101279	SB CQE -4 APPLN FOR AVAILING CHQ	Misc	Uniform	Unaccountable
105	102367	E KYC Form SB NSK	Misc	Uniform	Unaccountable
106	102374	KYC REJECTION SLIP	Misc	Uniform	Unaccountable
107	102366	SB E-KYC AOF NSK	Misc	Uniform	Unaccountable
108	100945	APAR MTS	Publications	Publications	Unaccountable
109	100955	MS-2 Error Book	Publications	Publications	Unaccountable
110	102257	PA - 6	Publications	Publications	Unaccountable

<b>SL.No</b>	<b>Material Code</b>	<b>Material Name</b>	<b>Product Category</b>	<b>Sub Category</b>	<b>Accountable/ Unaccountable</b>
111	100960	SB-EXT1(APPLICATION FOR EXT.)	Publications	Publications	Unaccountable
112	102758	AAR BOOK 1000 DN	Publications	Publications	<b>Accountable</b>
113	101334	AAR BOOK 10000 DN	Publications	Publications	<b>Accountable</b>
114	100949	AAR BOOK DN 5000 DN	Publications	Publications	<b>Accountable</b>
115	100954	ACG-11- MONEY RECEIPTD TREASURY/ BANK	Publications	Publications	<b>Accountable</b>
116	100950	ACG-2 (S)- TREASURY CASH BOOK	Publications	Publications	Unaccountable
117	100951	ACG-8 TREASURY PASSBOOK	Publications	Publications	<b>Accountable</b>
118	100822	LI-101 LOAN REPAYMENT REPT BOOK	Publications	Publications	<b>Accountable</b>
119	100956	MS- 58	Publications	Publications	Unaccountable
120	100840	MS- 95 ID CARD FOR DEPTTL OFFL	Publications	Publications	<b>Accountable</b>
121	100842	MSOT-27 SERVICE BOOK	Publications	Publications	<b>Accountable</b>
122	100789	RPLI SANTOSH POICY DOCUMENT	Publications	Publications	<b>Accountable</b>
123	100838	MS-8 Order book	Publications	Publications	<b>Accountable</b>
124	101111	SB-26	Publications	Publications	<b>Accountable</b>
125	101112	SB-28(D)-RECEIPT FOR DEPOSITOR PASS BOOK	Publications	Publications	<b>Accountable</b>
126	101128	TRM/IMT BOOKS	Publications	Publications	<b>Accountable</b>
127	101092	SB-7 (B)	Publications	Publications	Unaccountable
128	102245	SB-7(C)	Publications	Publications	Unaccountable
129	101151	SB-5 (CBS) PASS BOOKS	Publications	Publications	<b>Accountable</b>
130	104109	SB-5A Pass Book	Publications	Publications	<b>Accountable</b>
131	100821	LI-7 (A) ADVANCE PREM REPT BOOK	Publications	Publications	<b>Accountable</b>

S.N.	Product Code	Product Name (I.T.-2.0)	Description	Product Category		
				Main Category	Category	Sub-Category
1	102316	RTO SPEED BARCODE TRIPLICATE MALEGOAN	RTO Speed Post Barcode (T)- Malegaon	Inventory	General Stationery	STATIONARY SP/EPP
2	102295	PARCEL BARCODE TRIPLICATE MH CIRCLE	Parcel Barcode- Triplicate (Maharashtra Circle)	Inventory	General Stationery	STATIONARY SP/EPP
3	102298	102298	Registered Barcode (R-Net)- Double (All Regions)	Inventory	General Stationery	STATIONARY SP/EPP
4	102302	REGD. BARCODE TRIPLICATE MH CIRCLE	Registered Barcode- Triplicate (Maharashtra Circle)	Inventory	General Stationery	STATIONARY SP/EPP
5	102300	REGD. BARCODE SINGLE NAGPUR REGION	Registered Barcode- Single (Nagpur Region)	Inventory	General Stationery	STATIONARY SP/EPP
6	102299	LP SERIES BARCODE SINGLE	LP Series Barcode-Single	Inventory	General Stationery	STATIONARY SP/EPP
7	102296	OD BARCODE SINGLE YA SERIES MH CIRCLE	Speed Barcode- Single-YA Series-COD (Maharashtra Circle)	Inventory	General Stationery	STATIONARY SP/EPP
8	102304	SPEED POST BARCODE TRIPLICATE MH CIRCLE	Speed Post Barcode- Triplicate (Maharashtra Circle)	Inventory	General Stationery	STATIONARY SP/EPP
9	102293	PARCEL BARCODE DUPLICATE (NAGPUR) REGION	Parcel Barcode- Duplicate (Nagpur Region)	Inventory	General Stationery	STATIONARY SP/EPP
10	102303	SPEED BARCODE STICKER (DUP) NAGPUR REG	Speed Post Barcode- Duplicate (Nagpur Region)	Inventory	General Stationery	STATIONARY SP/EPP
11	102197	MPCM STICKERS IN SHEET	MPCM (Counter) Stickers	Inventory	General Stationery	STATIONARY SP/EPP
12	102330	SPEED POST BARCODE SINGLE MH CIRCLE	Speed Post Barcode- Single (Maharashtra Circle)	Inventory	General Stationery	STATIONARY SP/EPP
13	102294	PARCEL BARCODE SINGLE MH CIRCLE	Parcel Barcode- Single (Maharashtra Circle)	Inventory	General Stationery	STATIONARY SP/EPP
14	101150	ACK-SLIP	Acknowledgement Slips (Bundle of Rs. 3/-)	Stamps n Stationery	Publications	Publications