Online Centralized Stock Register(OCSR)

Developed by

Centre for I.T. Solutions, GNDU, Amritsar

Contact Us

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Email : webmaster@gndu.ac.in

Purpose

- Online entry of all the stock items of Departments/Offices in the University.
- In addition to Physical Stock Register, another system of entry of stock items.
- Listing of stock items Department/Office Wise.
- Search facility for particular instrument/item.
- Listing of stock items issued to a particular employee.
- Transfer of stock items from one employee to another after transfer/retirement

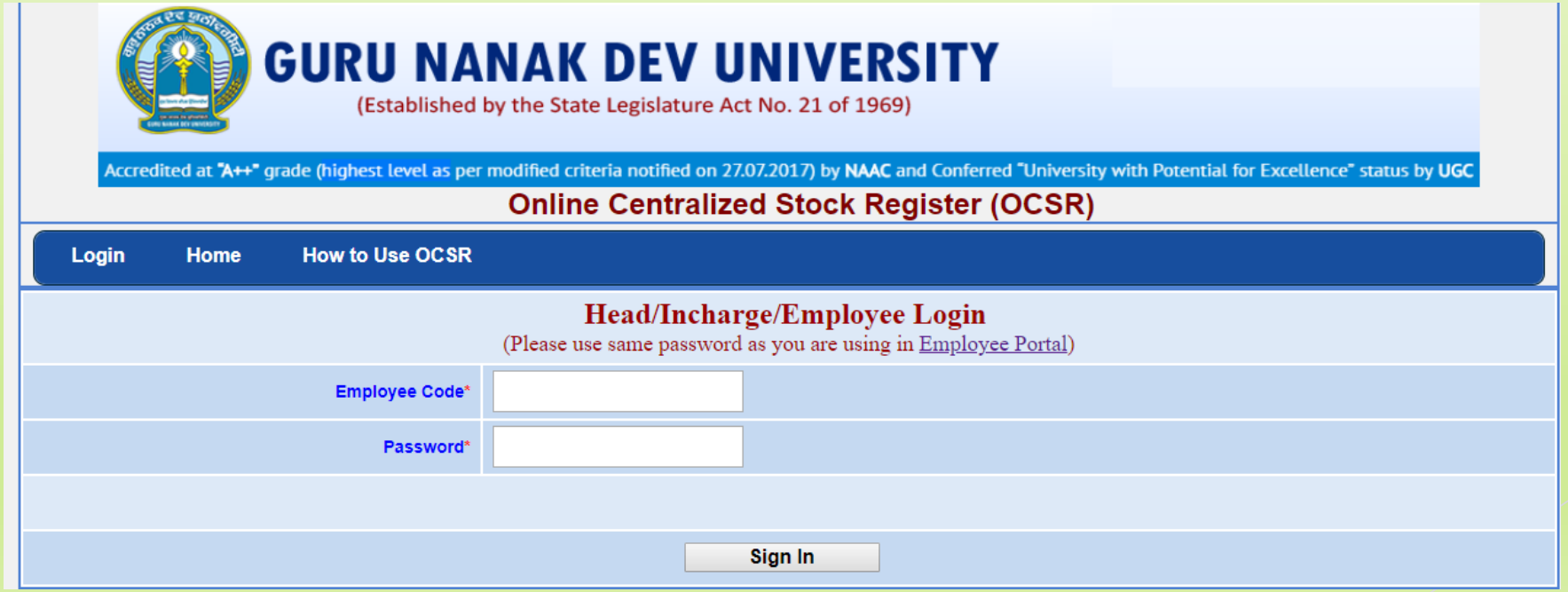
Things to be done (presently)

- All the permanent stock items of Departments/Offices which have been purchased upto 31.03.2019 to be added.
- Consumables like Chemicals, Glassware, Stationery items should be excluded at this stage.
- Each item should be added under one of the item groups already available in the software.
- List of vendors already available in the Software. You are required to select the vendor name from the list.
- Addition of new item group/vendor will be done at centralized level.
- Information about new item group/vendor should be sent through email : webmaster@gndu.ac.in

How to access OCSR

Head/Incharge/Employee Login

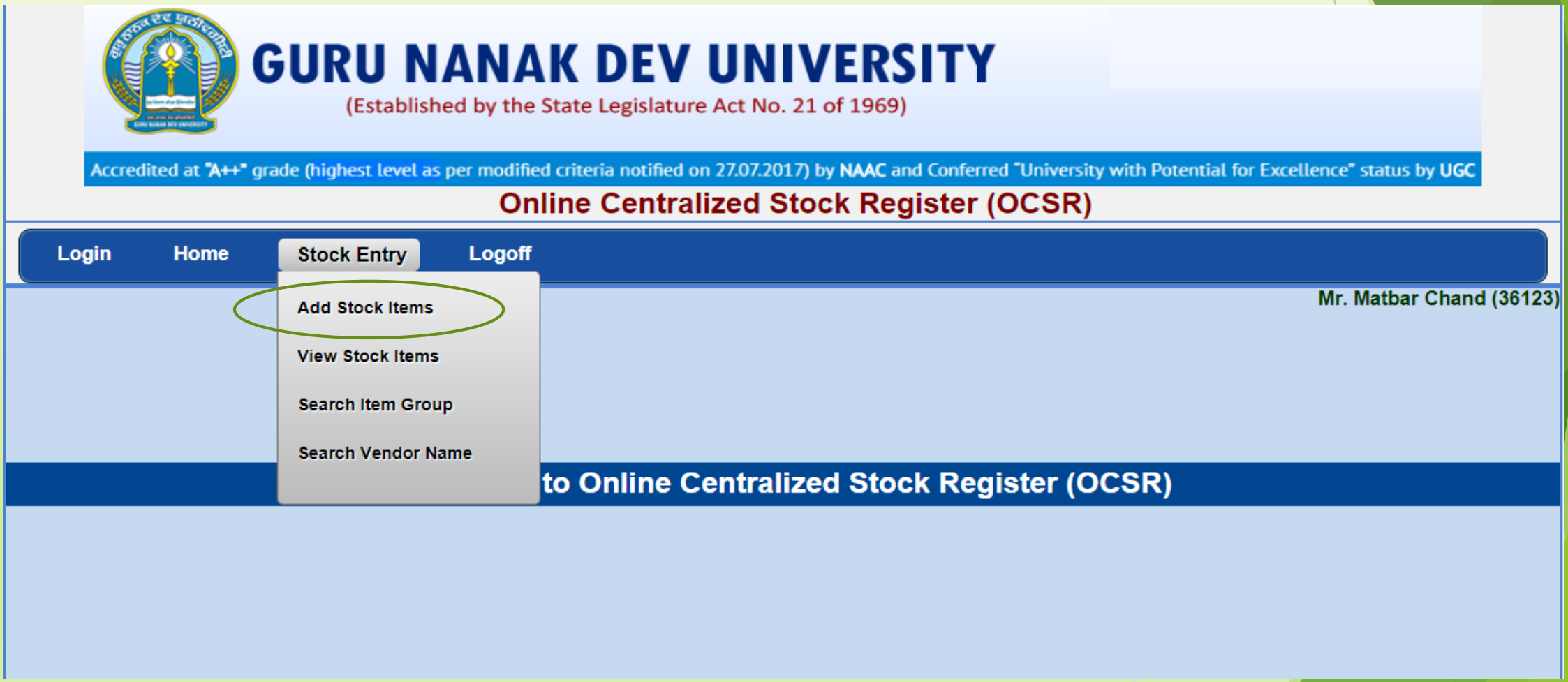
- Login using Employee Code / Password (same password as Employee Portal)
- At present, only the Employees who have been granted access for Entry / Approval of stock items can login.
- To Change / Recover Password, please use Employee Portal.
- If unable to login, please email at webmaster@gndu.ac.in



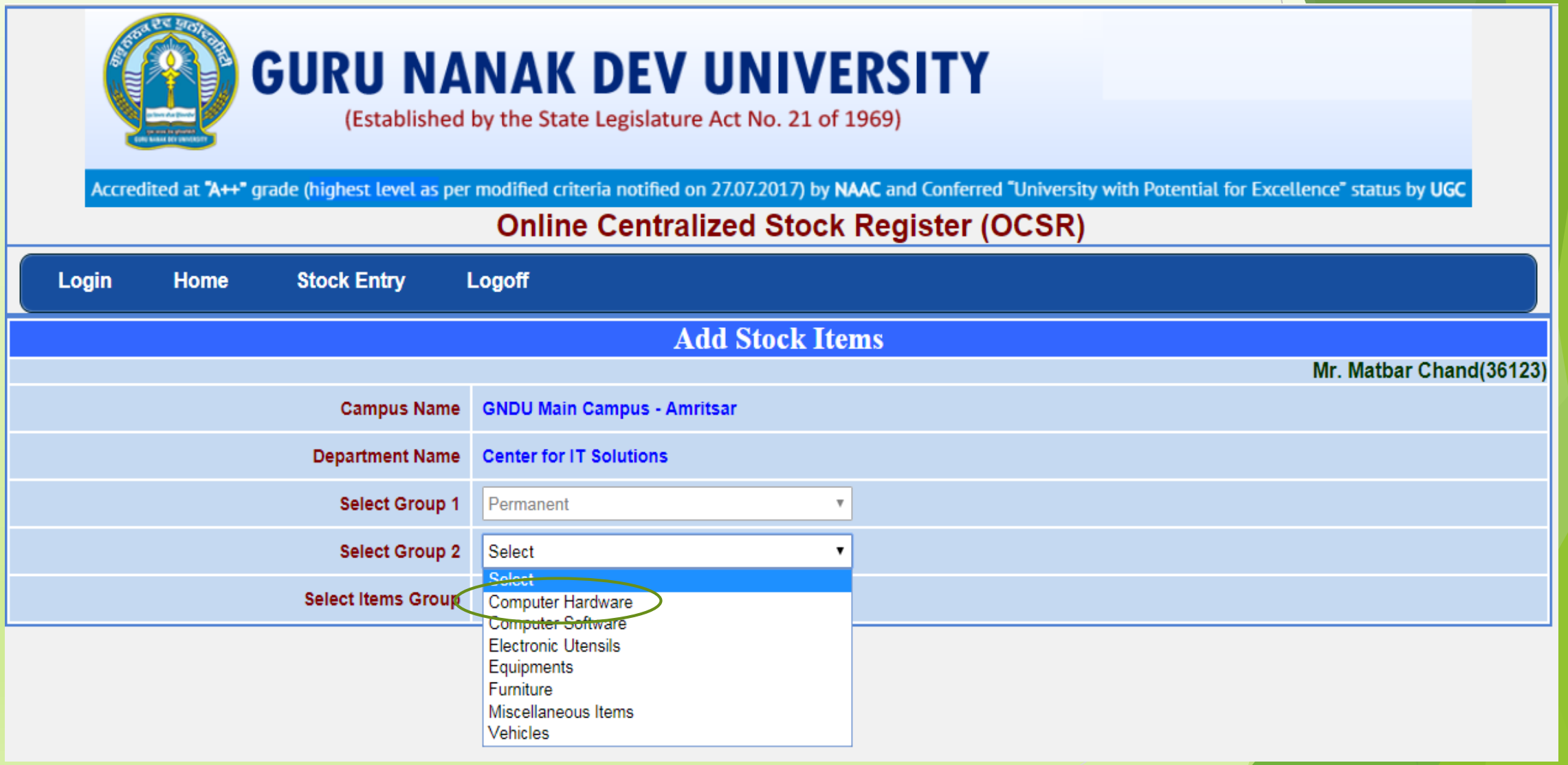
To add New Stock Item

(for employees who have been granted access for Entry of Stock Items)

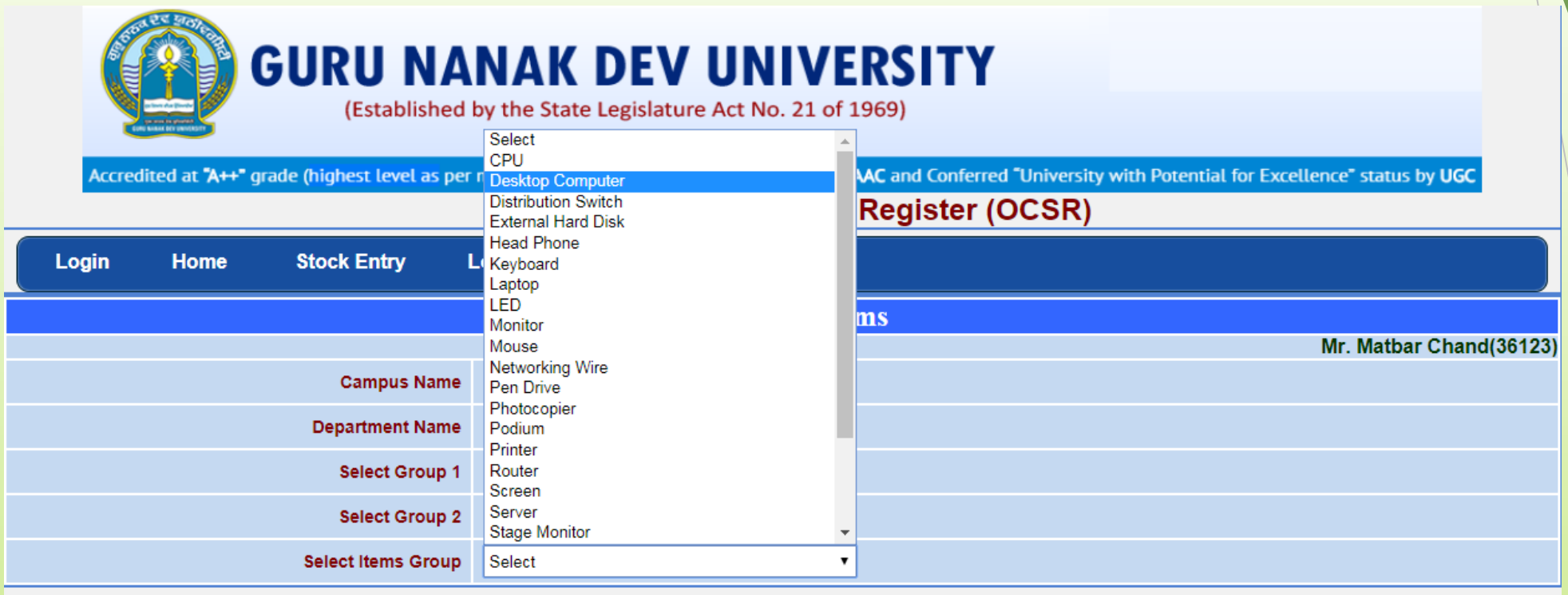
- STEP 1 : Click on Add Stock Items in the Menu bar.



- STEP 2 : Select Group 2

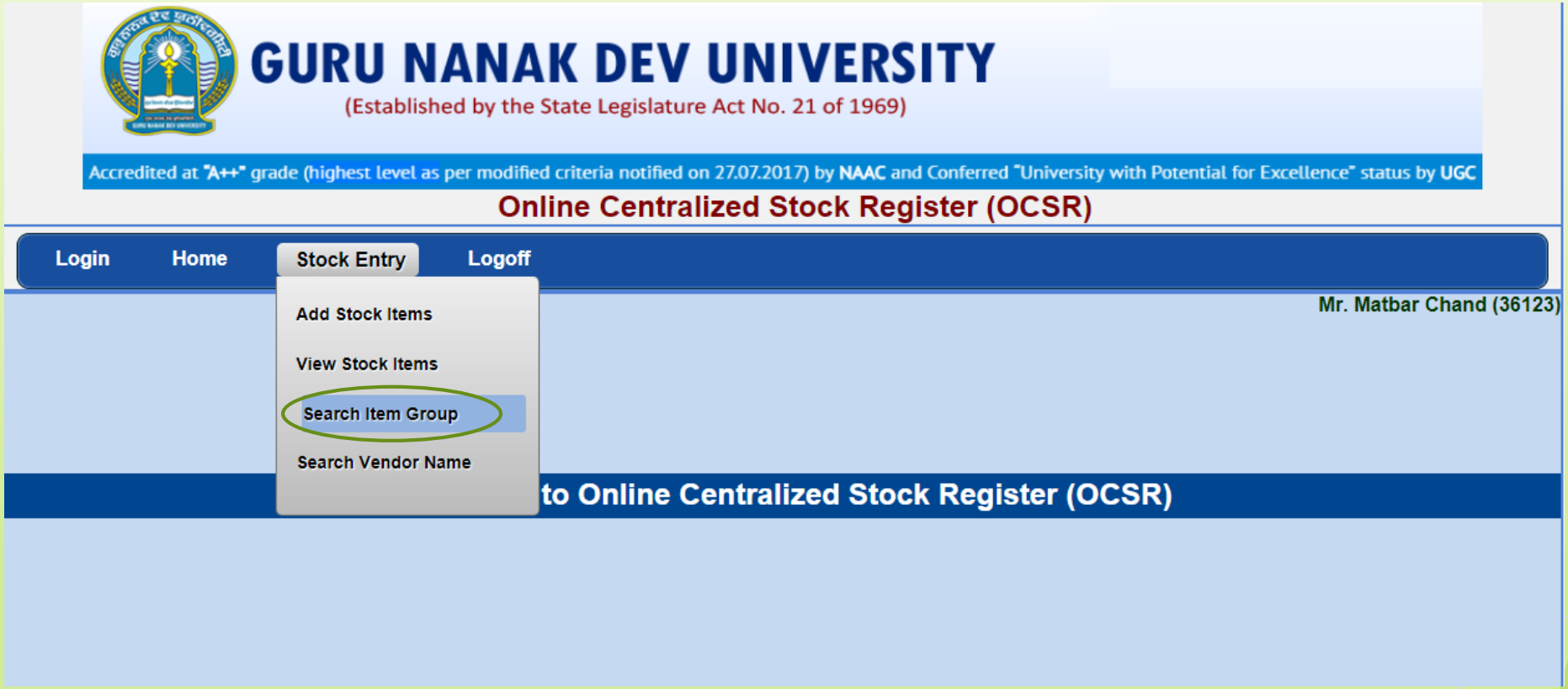


- STEP 3 : Select Items Group

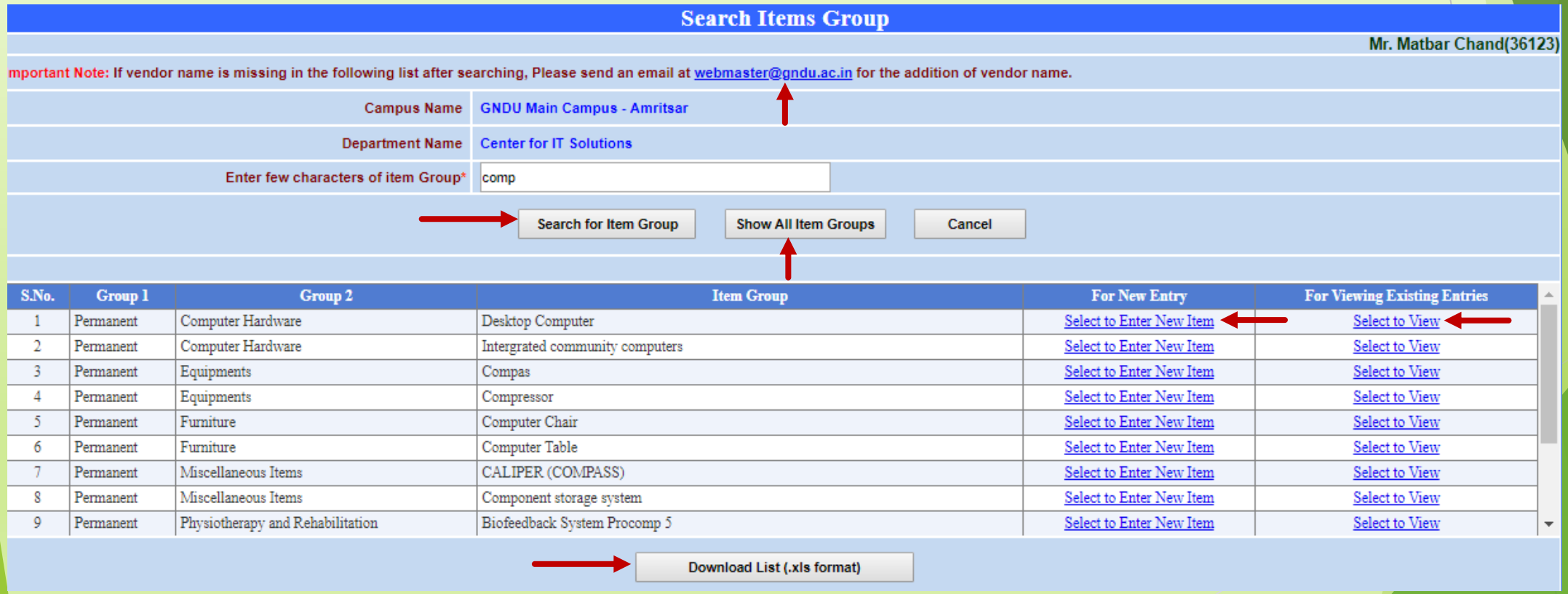


To add New Stock Item (Using Search Item Group Option)

- Click on Search Item Group.



- Enter few characters (min. 3) to be searched and click on Search for Item Group
- You can also view all the Item Groups.
- List of all the item Groups can be downloaded in Excel Format.
- Select any Item Group to Enter New item/View Existing items.
- Email us at webmaster@gndu.ac.in for addition of new item group at centralized level.



Search Items Group

Mr. Matbar Chand(36123)

mportant Note: If vendor name is missing in the following list after searching, Please send an email at webmaster@gndu.ac.in for the addition of vendor name.

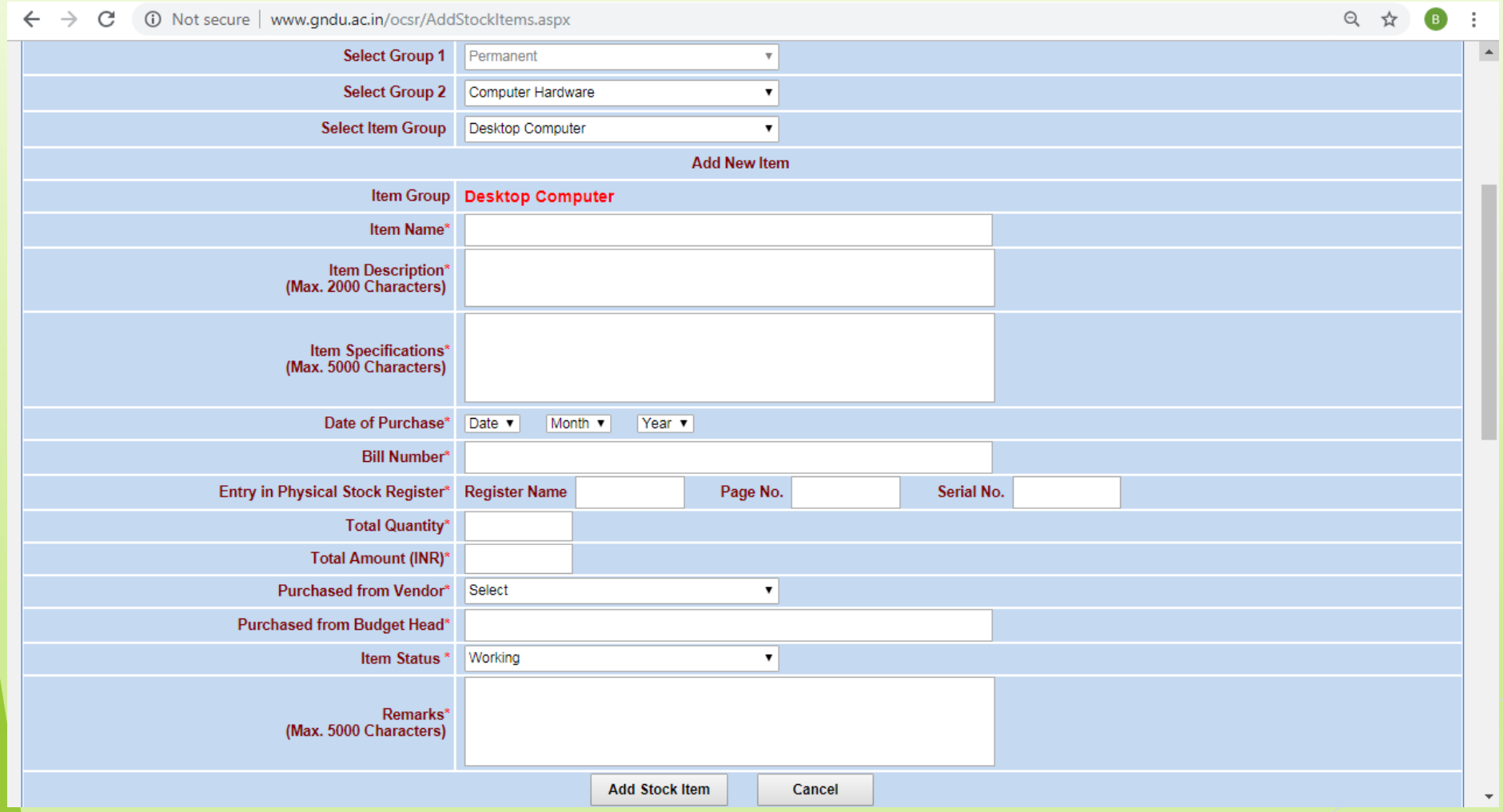
Campus Name	GNDU Main Campus - Amritsar
Department Name	Center for IT Solutions
Enter few characters of item Group*	comp

Search for Item Group | Show All Item Groups | Cancel

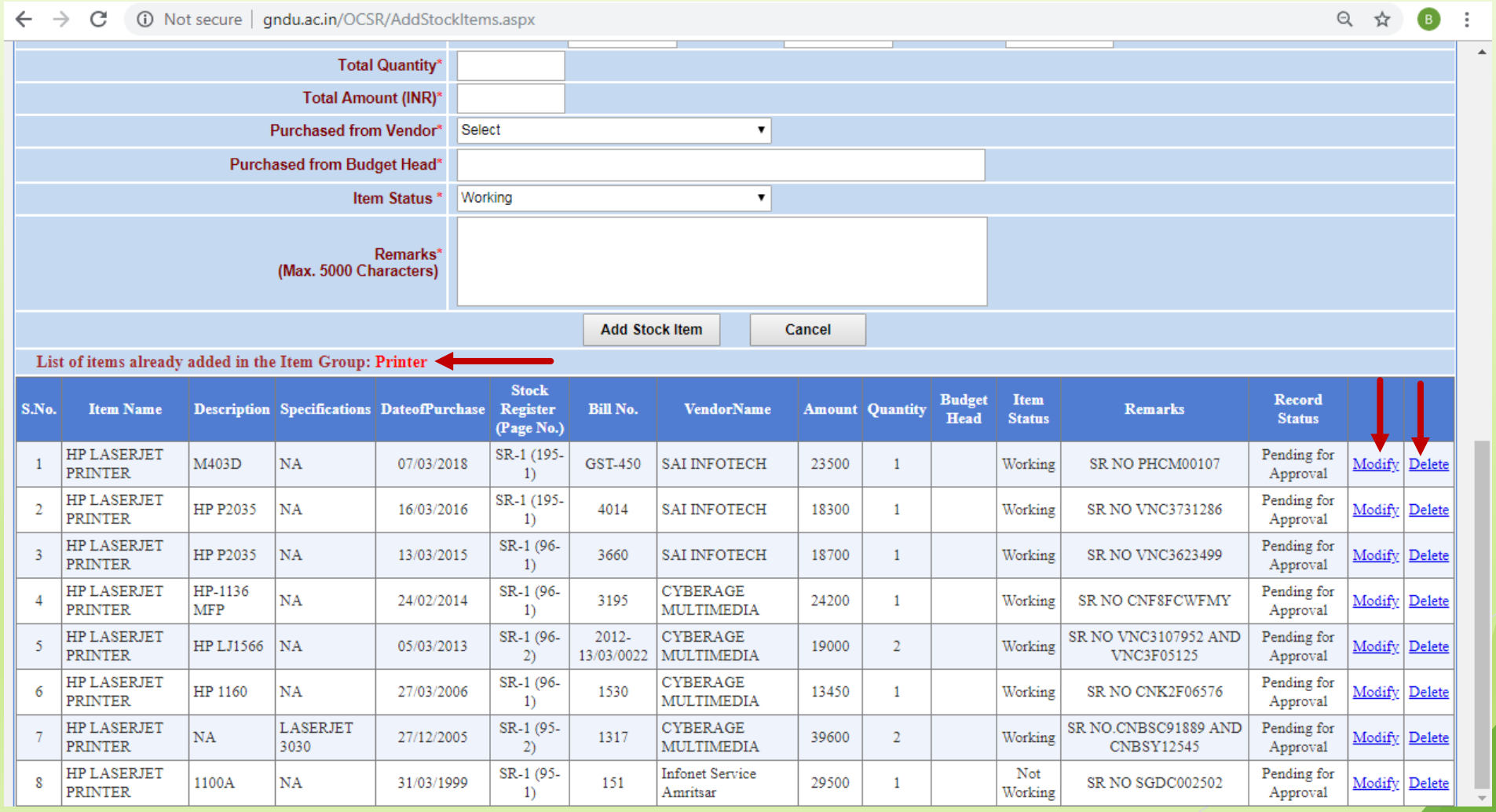
S.No.	Group 1	Group 2	Item Group	For New Entry	For Viewing Existing Entries
1	Permanent	Computer Hardware	Desktop Computer	Select to Enter New Item	Select to View
2	Permanent	Computer Hardware	Intergrated community computers	Select to Enter New Item	Select to View
3	Permanent	Equipments	Compas	Select to Enter New Item	Select to View
4	Permanent	Equipments	Compressor	Select to Enter New Item	Select to View
5	Permanent	Furniture	Computer Chair	Select to Enter New Item	Select to View
6	Permanent	Furniture	Computer Table	Select to Enter New Item	Select to View
7	Permanent	Miscellaneous Items	CALIPER (COMPASS)	Select to Enter New Item	Select to View
8	Permanent	Miscellaneous Items	Component storage system	Select to Enter New Item	Select to View
9	Permanent	Physiotherapy and Rehabilitation	Biofeedback System Procomp 5	Select to Enter New Item	Select to View

Download List (.xls format)

- Following parameters to be added for each item.
- All the parameters are compulsory.



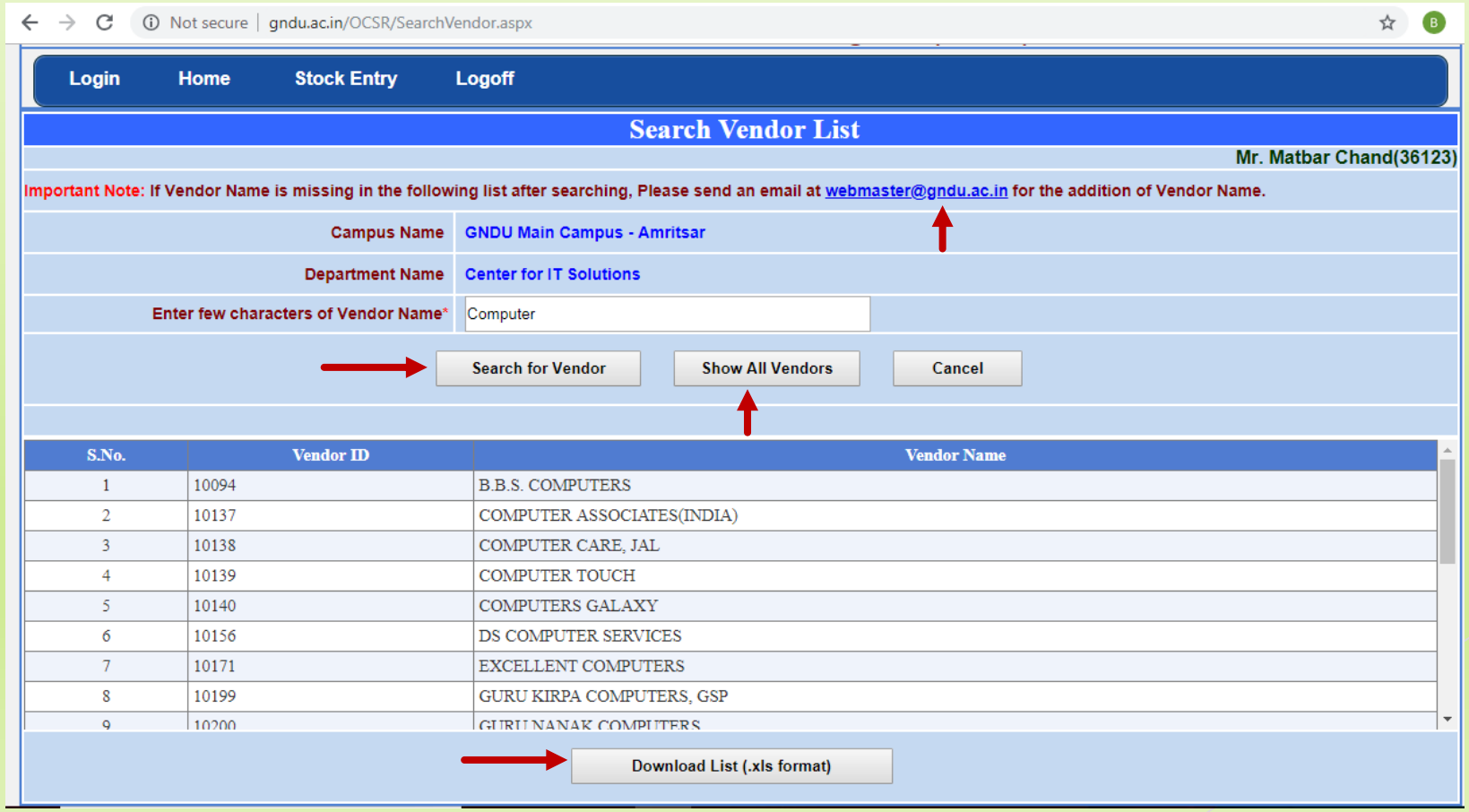
- List of items already added in the selected item group will also be shown at the bottom of the page.
- Any item can be modified / deleted using modify/delete option.
- To add more items in the same Group, there is no need to select again and again item group.



S.No.	Item Name	Description	Specifications	DateofPurchase	Stock Register (Page No.)	Bill No.	VendorName	Amount	Quantity	Budget Head	Item Status	Remarks	Record Status		
1	HP LASERJET PRINTER	M403D	NA	07/03/2018	SR-1 (195-1)	GST-450	SAI INFOTECH	23500	1		Working	SR NO PHCM00107	Pending for Approval	Modify	Delete
2	HP LASERJET PRINTER	HP P2035	NA	16/03/2016	SR-1 (195-1)	4014	SAI INFOTECH	18300	1		Working	SR NO VNC3731286	Pending for Approval	Modify	Delete
3	HP LASERJET PRINTER	HP P2035	NA	13/03/2015	SR-1 (96-1)	3660	SAI INFOTECH	18700	1		Working	SR NO VNC3623499	Pending for Approval	Modify	Delete
4	HP LASERJET PRINTER	HP-1136 MFP	NA	24/02/2014	SR-1 (96-1)	3195	CYBERAGE MULTIMEDIA	24200	1		Working	SR NO CNF8FCWFMY	Pending for Approval	Modify	Delete
5	HP LASERJET PRINTER	HP LJ1566	NA	05/03/2013	SR-1 (96-2)	2012-13/03/0022	CYBERAGE MULTIMEDIA	19000	2		Working	SR NO VNC3107952 AND VNC3F05125	Pending for Approval	Modify	Delete
6	HP LASERJET PRINTER	HP 1160	NA	27/03/2006	SR-1 (96-1)	1530	CYBERAGE MULTIMEDIA	13450	1		Working	SR NO CNK2F06576	Pending for Approval	Modify	Delete
7	HP LASERJET PRINTER	NA	LASERJET 3030	27/12/2005	SR-1 (95-2)	1317	CYBERAGE MULTIMEDIA	39600	2		Working	SR NO.CNBSC91889 AND CNBSY12545	Pending for Approval	Modify	Delete
8	HP LASERJET PRINTER	1100A	NA	31/03/1999	SR-1 (95-1)	151	Infonet Service Amritsar	29500	1		Not Working	SR NO SGDC002502	Pending for Approval	Modify	Delete

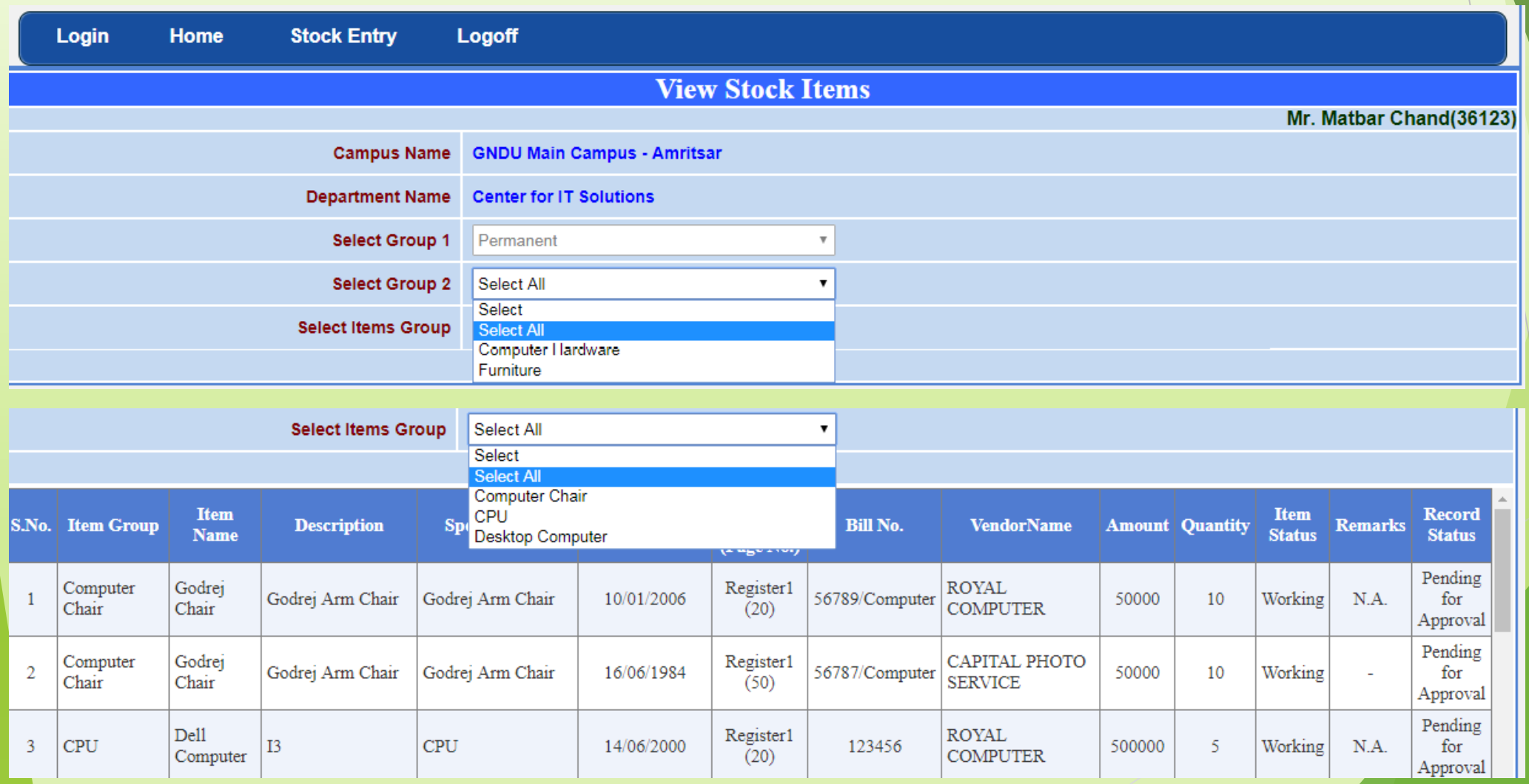
Search Vendor Name (if required)

- Enter few characters (min. 3) to be searched and click on Search for Vendor. You can also view all the Vendor Names.
- List of all the Vendor Names can be downloaded in Excel Format.
- Email us at webmaster@gndu.ac.in for addition of new Vendor Name at centralized level.



View Stock Items (already added)

- Select Group 2, to view all the Item Groups which have already been added, click on Select All from the Group 2 List.
- Select Item Group, To view all the items which already been added, click on Select All from the Item Group List.



S.No.	Item Group	Item Name	Description	Sp			Bill No.	VendorName	Amount	Quantity	Item Status	Remarks	Record Status
1	Computer Chair	Godrej Chair	Godrej Arm Chair	Godrej Arm Chair	10/01/2006	Register1 (20)	56789/Computer	ROYAL COMPUTER	50000	10	Working	N.A.	Pending for Approval
2	Computer Chair	Godrej Chair	Godrej Arm Chair	Godrej Arm Chair	16/06/1984	Register1 (50)	56787/Computer	CAPITAL PHOTO SERVICE	50000	10	Working	-	Pending for Approval
3	CPU	Dell Computer	I3	CPU	14/06/2000	Register1 (20)	123456	ROYAL COMPUTER	500000	5	Working	N.A.	Pending for Approval

To Approve Stock Items

(for Head/Incharge who have been granted access for Approval of Stock Items)

- STEP 1 : Click on Approve Stock Items in the Menu bar.

- All the stock items which are pending for approval will be shown.
- Items can be filtered using two drop down lists.
- Select the check box against each entry, which you want to approve.
- Click on Approve Selected Items button.
- These entries will disappear from the pending list.

Stock Items Pending for Approval

Mr. Tirath Singh(37130)

Campus Name	GNDU Main Campus - Amritsar
Department Name	Center for IT Solutions
Select Group 1	Permanent
Select Group 2	Computer Hardware
Select Item Group	Scanner

S.No.	Item Group	Item Name	Description	Specifications	Date of Purchase	Stock Register (Page No.)	CSR No. (Page No.)	Bill No.	VendorName	Amount	Quantity	Budget Head	Item Status	Remarks	EnteredBy	Record Status	Approve
1	Scanner	SCANNER	SCAN 7500	NA	24/10/2017	SR-1 (196-1)	17 (169)	GST/NT/17-18/092	NIHARIKA TECHNOLOGIES	77000	1	NA	Working	SR NO SG73N1104H-LAB-2	Matbar Chand	Pending for Approval	
2	Scanner	SCANNER	HP SCAN 7500	NA	28/03/2016	SR-1 (196-1)	15 (392)	RET-15-16/295	NIHARIKA TECHNOLOGIES	78000	1	NA	Working	SR NO SG5C41100F-LAB-1	Matbar Chand	Pending for Approval	
3	Scanner	SCANNER	SCANJET SF 8270	NA	12/03/2015	SR-1 (126-1)	15 (176)	ASR/R-2303	KWALITY ENTERPRISES	49500	1	NA	Working	SR NO CN43V76318-LAB-2	Matbar Chand	Pending for Approval	
4	Scanner	SCANNER	HP 8270SJ	NA	22/07/2009	SR-1 (126-3)	8 (79)	200910070097	CYBERAGE MULTIMEDIA	126720	3	NA	Working	CN95PA0121-LAB-3, 0102-LAB-1 0096-LAB-2	Matbar Chand	Pending for Approval	

Approve Selected Items

To View Item Wise Report

(for Head/Incharge/Employees who have been granted access)

- STEP 1 : Click on Item Wise Report in the Menu bar.

- List of all the items along with no. of entries and total quantity will be displayed.
- Click on the hyperlink against no. of Entries to view details of each item.

S.No.	Group Name	Item Name	No. of Entries	Approved Entries	Total Quantity	Approved Quantity
1	Computer Hardware	Desktop Computer	8	0	88	0
2	Computer Hardware	Printer	9	0	11	0
3	Computer Hardware	Scanner	4	0	6	0
4	Computer Hardware	UPS	6	0	11	0
5	Electronic Utensils	Window Air Conditioner	2	0	6	0
6	Furniture	Almirah	7	0	10	0
7	Furniture	Book Shelf	3	0	4	0
8	Furniture	Chair	1	0	10	0
9	Furniture	Computer Chair	9	0	154	0
10	Furniture	Computer Table	1	0	1	0
11	Furniture	File Cabinet	1	0	1	0
12	Furniture	Office Table	11	0	19	0

- List can also be downloaded in Excel format using Download List Button.

Select Group 1	Permanent
Select Group 2	Computer Hardware
Select Item Group	Scanner

S.No.	Item Group	Item Name	Description	Specifications	Date of Purchase	Stock Register (Page No.)	CSR No. (Page No.)	Bill No.	VendorName	Amount	Quantity	Budget Head	Item Status	Remarks	Record Status
1	Scanner	SCANNER	SCAN 7500	NA	24/10/2017	SR-1 (196-1)	17 (169)	GST/NT/17-18/092	NIHARIKA TECHNOLOGIES	77000	1	NA	Working	SR NO SG73N1104H-LAB-2	Pending for Approval
2	Scanner	SCANNER	HP SCAN 7500	NA	28/03/2016	SR-1 (196-1)	15 (392)	RET-15-16/295	NIHARIKA TECHNOLOGIES	78000	1	NA	Working	SR NO SG5C41100F-LAB-1	Pending for Approval
3	Scanner	SCANNER	SCANJET SF 8270	NA	12/03/2015	SR-1 (126-1)	15 (176)	ASR/R-2303	KWALITY ENTERPRISES	49500	1	NA	Working	SR NO CN43V76318-LAB-2	Pending for Approval
4	Scanner	SCANNER	HP 8270SJ	NA	22/07/2009	SR-1 (126-3)	8 (79)	200910070097	CYBERAGE MULTIMEDIA	126720	3	NA	Working	CN95PA0121-LAB-3, 0102-LAB-1 0096-LAB-2	Pending for Approval

Download List (.xls format)

Future Additions

- This Head/Incharge login will be used for adding list of Employees to whom stock items could be issued.
- A feature will be added to OCSR, so that the stock items could be issued to the employees and also returned to store after retirement/transfer of employees etc.
- Employees will be able to view all the stock items which have been issued to them.