



Office Order No./Gr. Cell/Samadhan/2026/I/1407314/2026 Date:-27-04-2026

### Office Order

#### **Subject: Rollout of “Store Module” on EASE Portal**

The **Store Module** on the EASE Portal of this office shall be rolled out with effect from **28th April, 2026** for digitising the process of requisition, approval, stock management, issue, delivery and monitoring of store items in the office.

The Store Module has been developed with the objective of streamlining inventory management and replacing the existing manual requisition process with a digital workflow. The module shall enable online submission of requisitions by users, digital approval or rejection by the concerned dealing sections, maintenance and correction of stock records, fulfilment of approved requisitions, generation of delivery acknowledgement slips, tracking of requisition status and preparation of system-generated reports.

The Store Module may be accessed through the **EASE Portal** of this office at <https://ease.agjharkhand.in>. All officers and officials shall log in through their existing EASE credentials and access the Store Module as per their role and requirement.

For requisition of store items, users shall select **General Section module** or **EDP Cell module**, as applicable, depending upon the nature of the item required. Items such as stationery and general office supplies shall ordinarily be requisitioned through the **General Section**, while IT-related items shall be requisitioned through the **EDP Cell**.

All officers and officials of this office shall, henceforth, use the Store Module for raising requisitions of store items. Manual requisition of store items shall be discontinued except in exceptional cases, with the specific approval of the competent authority.

The **admin users of General Section and EDP Cell** shall be responsible for maintaining inventory, adding stock, adding new items, processing requisitions, fulfilling approved requisitions, generating delivery slips and submitting monthly reports as prescribed in the Standard Operating Procedure enclosed with this Office Order. The designated General Section and EDP Cell admin users shall generate the **Monthly Status Report** from the Reports tab and submit the same to the **Deputy Accountant**

**General (A/Cs and VLC)**

Requisitions pending for more than **90 days** may be marked as **expired** in the system. In such cases, if the item is still required, the concerned user may raise a fresh requisition through the Store Module.

All officers and officials are directed to comply with the enclosed **Standard Operating Procedure (SOP)** for use of the Store Module.

**Shri Sanjeev Kumar Gupta, EDP Section**, shall be the contact person for any issues related to the **EDP Store Module**, and **Shri Harendra Kumar, AAO, General Section**, shall be the contact person for any issues related to **General Section store items**.

This issues with the approval of the competent authority.

Encls : SOP

Digitally signed by  
Bhargav Ram Khyathi  
Date: 27-04-2026  
13:43:15

**Deputy Accountant General/DTL**  
**(Accounts & VLC)**

**Copy to:**

1. Secretary to Pr. Accountant General (A&E), Jharkhand, Ranchi
2. Sr. Deputy Accountant General (Administration)
3. Deputy Accountant General (Pension & Entitlements)
4. All Sr. Accounts Officers of the office
5. All Assistant Accounts Officers of the office
6. Sr. Accounts Officer, General Section
7. Sr. Accounts Officer, EDP Cell
8. Notice Board / EASE Portal / Office Website for circulation

# Standard Operating Procedure for Use of EDP and General Section Store Modules on EASE Portal

## A. Procedure for General Users / Requisitioners

### 1. Login and Access to Store Module

- The user shall log in to the **EASE Portal** using the existing EASE login credentials. After login, the user shall select the appropriate module, namely **General Section** or **EDP Cell**, depending upon the nature of the item required.
- The **General Section** shall ordinarily be selected for stationery and general office items, while the **EDP Cell** shall be selected for IT-related items and consumables.
- After entering the relevant module, the user shall click on the “**Store**” tab available on the top menu bar.

### 2. Store Requisition Page

- On clicking the **Store** tab, the user shall access the **Store Requisition** page. This page displays the available store items in card format.
- The user may use the available filters to locate the required item, including:
  - **Store**
  - **Category**
  - **Search by Item Name**
  - **Stock Status**
- Each item card displays relevant details such as item name, category, stock status and the “**ADD TO CART**” option.

### 3. Selection of Items

- The user shall identify the required item from the list of available items and click the “**ADD TO CART**” button.
- Once an item is added, the system displays the item in the cart and allows the user to increase or decrease the quantity as per requirement. The user may remove the item from the cart, if it has been added inadvertently.
- Multiple items may be added in a single requisition, subject to availability and official requirement.

### 4. Viewing Items in Cart

After adding the required item or items, the user may click the “**VIEW**” button to review the items added to the cart before final submission. The user shall verify the item name, quantity and other details before submitting the requisition. Care shall be taken to avoid duplicate or unnecessary requisitions.

### 5. Submission of Requisition

- After verifying the cart, the user shall click the “**SUBMIT**” button. A **Submit Requisition Request** window shall appear.
- In this window, the user shall enter/select the following details:

- **For Section:**  
The section for which the item is being requisitioned.
  - **Purpose of Requisition:**  
The purpose for which the item is required. The purpose shall be specific and official in nature.
  - **Items Summary:**  
The system shall display the item-wise summary along with quantity.
- After verifying all details, the user shall click “**SUBMIT REQUEST**” to complete the requisition.

## 6. Cancellation Before Submission

If the user does not wish to proceed with the requisition, the “**CANCEL**” option may be used before final submission. Where an item has been wrongly added to the cart, it may be removed before submitting the request.

## 7. Confirmation and Creation of Request

After successful submission, the requisition shall be created in the system with a unique **Request ID**. The request shall thereafter appear under the “**My Requests**” tab of the user. The status of the requisition shall initially be shown as **Pending**, unless processed by the concerned admin user.

## 8. Tracking of Requisition

- The user may track all requisitions through the “**My Requests**” tab available under the Store Module.
- The **My Store Requests** page displays the requisitions raised by the user along with key details such as:
  - Request ID
  - Item name
  - Section for which requisition has been raised
  - Requested quantity
  - Approved quantity
  - Received quantity
  - Priority
  - Status
  - Date and time of request
  - Action/view option
- The page also provides status-wise summary of requests, including **Pending**, **Approved**, **Completed** and **Rejected**.

## 9. Viewing Request Details

- The user may click the **view icon** under the Actions column to see the detailed status of any requisition.
- The **Request Details** window displays the following information:
  - Request ID
  - Type of request
  - Date and time of request

- Priority
  - Item details
  - Quantity details
  - Section information
  - Current status of the request
- The quantity details shall indicate the number of items requested, approved and received.

## 10. Status of Requisition

The requisition may reflect any of the following statuses:

1. **Pending:**  
The requisition has been submitted and is awaiting action by the concerned admin user.
2. **Approved:**  
The requisition has been approved, either fully or partially, by the concerned admin user.
3. **Completed:**  
The approved item has been fulfilled/delivered and the transaction has been completed.
4. **Rejected:**  
The requisition has been rejected by the concerned admin user with remarks, wherever applicable.

## 11. Transaction Timeline

- The user may also view the transaction timeline, wherever available, to see the stage-wise progress of the request.
- The transaction timeline may display events such as:
  - Request Created
  - Pending Approval / Approved
  - Fulfilled / Completed
- This facility shall be used by users to monitor progress and avoid repeated requisitions for the same item.

## 12. User Responsibility

The requisitioning user shall ensure that:

- Requisitions are raised only for genuine official requirements.
- Correct section and purpose are entered while submitting the request.
- Item quantity is reasonable and commensurate with requirement.
- The status of the requisition is tracked through the **My Requests** tab.
- Duplicate requisitions for the same requirement are avoided.
- Items received are verified at the time of delivery.

## 13. Pending / Expired Requisitions

Requisitions pending for more than **90 days** may be marked as **expired** in the system. Where an expired requisition is still required, the user may raise a fresh requisition through the Store Module.

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## **B. Procedure for Admin Users of General Section and EDP Cell**

### **1. Login and Access to Store Management**

- The admin users of **General Section** and **EDP Cell** shall log in to the **EASE Portal** using their designated admin credentials.
- After login, the admin user shall select the relevant module and click on “**Store Management**” available on the top menu bar. The Store Management section provides access to the following functional tabs:
  - **Transactions**
  - **Store Items**
  - **Reports**
- These tabs shall be used for processing requisitions, managing store inventory, updating stock and generating reports.

### **2. Store Transactions**

- The **Transactions** tab shall be used for viewing and processing requisition requests received from users.
- The Store Transactions page displays the list of requisitions along with relevant details, including:
  - Request ID
  - Item name
  - Quantity requested
  - Quantity approved
  - Quantity fulfilled
  - Status of requisition
  - Name of the requisitioning user
  - Section for which the item has been requested
  - Date and time of creation
  - Action buttons
- The page also displays a status-wise summary of requisitions, namely **Pending, Approved, Completed** and **Rejected**.

### **3. Filtering and Reviewing Requisitions**

- Admin users may use the available filters to identify and process requisitions. Filters may be used to narrow down requisitions by store, category, status, date or other available parameters.
- The **Refresh** button may be used to update the transaction list and view the latest requisitions.
- Before taking action, the admin user shall carefully verify the item requested, quantity requested, current stock position, purpose/reason of requisition, name of the requisitioning user and the section for which the item has been requested.

#### 4. Approval of Requisition

- For approving a pending requisition, the admin user shall click the **Approve (✓)** button under the Actions column.
- The **Approve Transaction Request** window displays the following details:
  - Item name and item code
  - Name and employee ID of the requisitioning user
  - Requested quantity
  - Current stock
  - Purpose/reason
  - Approval summary
  - Approved quantity
  - Delivery method
  - Priority
  - Approval remarks
- The admin user shall enter the **approved quantity** based on stock availability, administrative requirement and reasonableness of the requisition. The approved quantity may be the same as, or less than, the requested quantity.
- Where required, the admin user may use the quick action options such as **Approve Full Quantity** or **Approve as Requested**, subject to availability of stock.
- After verifying the approval summary, the admin user shall enter remarks, select the delivery method and priority, and click “**Approve Transaction**” to approve the requisition.

#### 5. Stock Warning During Approval

- While approving a requisition, the system may display a stock warning where approval of the requested quantity would reduce stock below the recommended minimum stock level.
- In such cases, the admin user shall exercise due caution before approving the requisition. The requisition may be approved if the requirement is genuine and stock is available, but the admin user shall take timely steps for replenishment of stock wherever necessary.

#### 6. Rejection of Requisition

- If the requisition cannot be approved due to non-availability of stock, inadmissibility of the item, duplication of request, incorrect requirement, insufficient justification or any other administrative reason, the admin user may reject the requisition by clicking the **Reject Transaction** option or the **Red Cross (✗)** button.
- Appropriate rejection remarks shall be recorded in the system so that the requisitioning user is able to understand the reason for rejection.

#### 7. Viewing Transaction History and Request Details

- Admin users may use the **View History** or view icon to examine the transaction details before or after taking action.
- The transaction details shall show the stage-wise movement of the requisition,

such as:

- Request created
  - Pending approval
  - Approved
  - Fulfilled
  - Completed
  - Rejected, wherever applicable
- This facility shall be used for monitoring, verification and audit trail purposes.

## 8. Fulfilment of Approved Requisitions

- After a requisition is approved, the admin user shall arrange for delivery or issue of the approved item to the concerned user/section.
- The requisition shall be marked as fulfilled in the system only after the approved item has actually been issued or delivered.
- The quantity fulfilled shall be recorded correctly in the system, and the transaction status shall thereafter reflect completion, wherever applicable.

## 9. Delivery Slip and Acknowledgement

- After fulfilment of the requisition, the admin user may generate a **Delivery Slip** from the Store Transactions page.
- The Delivery Slip shall be used to obtain the signature of the recipient as proof of delivery, particularly in respect of valuable, accountable or IT-related items.
- The signed acknowledgement shall be retained by the concerned section as per office procedure.

## 10. Add Stock / Receipt of Items

- The **Add Stock (Receive)** option under the Transactions tab shall be used for recording receipt of stock.
- Whenever new stock is received for an existing item, the admin user shall update the stock through the **Add Stock (Receive)** button and ensure that the quantity entered is accurate.
- Stock receipt entries shall be made promptly so that the system reflects the correct stock position.

## 11. Store Items Inventory

- The **Store Items** tab shall be used for managing the item master and inventory details.
- The Store Items Inventory page displays details such as:
  - Item name and item code
  - Category
  - Stock quantity
  - Low stock alert threshold
  - Active status
  - Date and time of updation

- Action buttons for viewing, editing and updating stock
- Admin users may use filters such as **Store**, **Category**, **Search Items** and **Stock Status** to locate specific items.

## 12. Adding a New Item

- For adding a new store item, the admin user shall click “**Add New Item**” under the Store Items tab.
- The following details shall be entered carefully:
  - Item name
  - Item code
  - Store
  - Category
  - Stock quantity
  - Unit
  - Low stock threshold
  - Storage location, if applicable
  - Description, if required
  - Active / Archived status
- The system shows a preview of the item before creation. The admin user shall verify the details and then click “**Create Item**”.
- Care shall be taken to avoid duplicate creation of items with similar names or codes.

## 13. Viewing Item Details

- Admin users may click the view icon against any item to see detailed information.
- The Item Details window displays:
  - Item name and item code
  - Category
  - Unit
  - Store to which the item belongs
  - Active status
  - Archived status
  - Current stock
  - Stock status
  - Low stock alert
  - Created/updated timestamp
- The item details window may also provide quick options such as **Request Item**, **Edit Item** and **Update Stock**, depending upon the user’s access rights.

## 14. Editing Item Details

- For editing an existing item, the admin user shall click the edit icon under the Actions column.
- The **Edit Item** window enables updation of item details such as:

- Item name
  - Item code
  - Store
  - Category
  - Stock quantity
  - Unit
  - Low stock threshold
  - Storage location
  - Description
  - Active / Archived status
- The preview section shall be checked before saving the changes. After verification, the admin user shall click “**Update Item**”.
  - Any editing of item details shall be done carefully, as incorrect changes may affect requisition, stock display and reporting.

## 15. Updating Stock

- The stock of an item may be updated through the **Update Stock** option available against the item or from the item details window.
- Stock updation shall be carried out only where required and with due care. The admin user shall ensure that the updated quantity corresponds with the physical stock position.
- Where the system provides for stock correction or adjustment, appropriate reason/remarks shall be recorded.

## 16. Active and Archived Items

- Items which are available for requisition shall ordinarily be kept as **Active**.
- Items which are discontinued, obsolete, no longer in use, or not intended to be requisitioned may be marked as **Archived**, wherever applicable.
- Admin users shall ensure that only relevant and available items are kept active for requisition by general users.

## 17. Low Stock Monitoring

- The Store Items Inventory page displays the current stock and low stock alert threshold for each item.
- Where the stock reaches or falls below the low stock threshold, the system may indicate low stock or display a warning.
- The admin users of General Section and EDP Cell shall regularly review such items and initiate timely action for replenishment as per requirement and applicable procedure.

## 18. Reports

- The **Reports** tab shall be used for generating store-related reports.
- The admin user may generate reports by selecting parameters such as:
  - Year
  - Month

- Date range
  - Transaction type
  - Sub-grouping option
  - Section-wise selection
- The available transaction types may include **All Types, Issue, Receipt, Return and Adjustment**, as available in the system.
  - The admin user may select all sections or specific sections and generate the required report.

## 19. Monthly Status Report

- The General Section and EDP Cell shall generate the **Monthly Status Report** from the Reports/Store Transactions page and submit the same to the **Deputy Accountant General (A/Cs and VLC)** by the **10th of the succeeding month**.
- The report shall indicate the position of requisitions received, approved, rejected, fulfilled/completed, pending items and stock-related transactions, as available in the system.

## 20. Other Inventory Reports

- The admin users may generate other available reports, including **GFR-23** and other inventory or transaction reports, as per requirement.
- Such reports shall be used for reconciliation, internal monitoring, stock verification and administrative review.

## 21. Requisition on Behalf of Other Sections

- In exigencies, the admin users of General Section and EDP Cell may raise requisitions for other sections through the Store Module, wherever administratively required.
- Such requisitions shall clearly mention the concerned section and purpose of requisition.

## 22. Expiry of Long-Pending Requisitions

- Requisitions pending for more than **90 days** may be marked as **expired** in the system.
- Admin users shall periodically review long-pending requisitions and take appropriate action, namely approval, rejection, fulfilment or expiry, as applicable.

## 23. Responsibility of Admin Users

The admin users of General Section and EDP Cell shall ensure that:

- Requisitions are processed in a timely manner.
- Approval or rejection is made within the prescribed timeline.
- Approved quantities are reasonable and supported by stock availability.
- Fulfilment is marked only after actual issue or delivery.
- Stock entries are updated accurately and promptly.
- Low stock items are monitored regularly.
- Delivery slips are generated and acknowledged wherever necessary.

- Monthly reports are submitted within the prescribed timeline.
- Item master data is maintained correctly.
- Duplicate, obsolete or irrelevant items are not kept active.
- All actions are carried out transparently and with proper system trail.

## 24. Timelines

The following timelines shall be observed by the admin users:

1. **Approval / Rejection of Requisition:**  
Within **3 working days** from receipt of requisition in the system.
  2. **Fulfilment / Delivery of Approved Requisition:**  
Within **5 working days** from approval, subject to availability of stock and administrative feasibility.
  3. **Monthly Report Submission:**  
By the **10th of the succeeding month**.
  4. **Long-Pending Requisitions:**  
Requisitions pending for more than **90 days** may be marked as expired.
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