

No. 29/4/2018/SP/127

Dated: 16/09/2018.

NOTE

It is observed that some of the Departments/Sections are not certifying the indents for which the material are indented and collected.

The materials which are indented and collected from the Stores Section, are required to be entered on concern Dead stock/ consumable Register maintained by the Department/Section for the purpose of accountability, audit, Stock verification, prevention of any fraudulence, report of losses, regulating the enforcement of responsibility for losses & Prompt disposal of cases of loss.

In this regard all the Departments/ Sections are requested to make the necessary entries in the respective registers of the department/Section for the material received through indent book which are currently used for the purpose of regularisation.

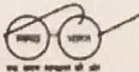
All the H.O.D's/Section In-charges shall certify the same on the reverse side of the duplicate slip of the indent book, on the basis on authorization of issued indents irrespective of regular/officiating H.O.D's/In-charges at the time of issued indent.

The said backlog work to be completed by 12/10/2018. Thereafter no material will be issued against the indent, wherein certification in respect to the previous indented material is not done.

This issues with the approval of the Principal.

(P. D. Khedekar)
Officer in Charge
Stores Section

To,
All the H.O.D's/Section in-charge, G.P.P.



"Swachh Bharat, Swachh Goa" "स्वच्छ भारत स्वच्छ गोवा"

"Clean India Clean Goa" "स्वच्छ भारत नितक गोवा"