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CIRCULAR

The Internal Audit Party has raised objections for not maintaining the stock register of stores (consumables) by the Divisions/Sections at our Institute. They have also observed that Annual Verification is not being carried out for consumable items. In view of the audit para, all the Divisions/Sections shall henceforth maintain Divisional/Sectional stock register for consumables.

As per the provisions contained in the GFR 188(1), the indenting officer requiring goods and materials from Store Section should project an indent in the prescribed format for the purpose. Once the item(s) is/are received from the Store Section, the concerned Divisions/Sections should enter the stock in to the Divisional/Sectional stock Register (separate page for each kind of items). Whenever a part of the stock is consumed, entry should be made then and there itself and the balance quantity shown accordingly.

The above procedure for maintenance of stores may be followed by all Divisions/Sections without fail to enable the office to conduct Annual Verification of Stores, as observed by the Internal Audit Party.


(K.V. Pillai)
Administrative Officer.