



भारतीय मसाला फसल अनुसंधान संस्थान

(भारतीय कृषि अनुसंधान परिषद)

पी. बी. नं : 1701, मेरिकुन्नु पोस्ट, कोषिकोड 673012, केरल, भारत

IICAR- INDIAN INSTITUTE OF SPICES RESEARCH

(Indian Council of Agricultural Research)

P.B. No: 1701, Marikunnu Post, Kozhikode- 673 012, Kerala, India



F.No.4-161/PV/2014-Stores

October 28, 2014

**CIRCULAR**

As per the General Financial Rules, the person holding the charge of goods and materials should maintain the accounts of the inventory in his charge making it possible at any point of time to check the actual balance with the book balance etc. However, it has been noticed that stock registers are not being maintained by Divisions/Sections for Assets as well as Consumables. To streamline the maintenance of inventory account and also to avoid inordinate delay in settlement of advances, it has been decided by the Competent Authority that all the Divisions/Sections shall maintain **Sectional Stock Registers** for Fixed Assets (in GFR Form No.40) and Consumables (in GFR form No.41) from 01/01/2015 onwards. Stock entries on the vouchers pertaining to the purchases made /services obtained directly through Permanent Advances (Imprest) as well as Contingent Advances by individual officers shall be made by the concerned section after making entries in Form GFR 41. The Stores Section shall make stock entries pertaining to the procurement made /services obtained through supply orders and work orders issued from office only. The Registers and the GFR forms will be made available from Stores Section. Any help for preparation of the Stock Registers initially can be had from Stores Section.

(K.V.Pillai)

Administrative Officer

Distribution: All Concerned