

East Central Railway

Office of the
Principal Chief Materials Manager
Hajipur: 844101

Store Instruction No. 122 dated as signed**Sub: Departmental Stock Verification.**

1.0 As per the Stores Code Para-1339 Departmental Stock Verification is defined as follows:

Para- 1339: Department Stock Verification.- As an important "back check" on the correct receipt and issue of stores by the Wards, it is necessary to have a departmental check to see whether the upto date balance of an item in the ledger agrees with the actual physical stock balance. Such departmental verification to be arranged by the depot officer will be in addition to the Stock Verification arranged by the Accounts Department. The verification of physical balances should be done by an official other than the Ward-keeper-in-charge of the item of Stores.

The Depot officer may waive verification in the following circumstances.

- (a) *Where the item has been verified by the Accounts Department within the last three months.*
- (b) *Where the Accounts Verification of the particular class of stores is in progress and, the item is likely to be verified within the next two months.*
- (c) *Where the item has heavy balances the verification of which involves much labour and handling charges.*

2.0 Accordingly Departmental Stock Verification will have to be done as follows with immediate effects:

- 1. PI with last 2 digits from 00 to 50 will have to be verified in odd years (e.g. 2025, 2027 etc.) and PL with last 2 digits of > 50 will be verified in even years (say 2024, 2026 etc).
- 2. Month of verification will be as follow:

Check digit	Month of verification
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
0	October
Any remaining items if not verified as per schedule to be verified during these months.	November
	December
Receipt Section	in Month of April and Nov

- 3. Verification will be done for receipt section also, apart from Wards.
- 4. Verification will be done by an official other than the Ward-keeper-in-charge of the item of Stores and DMS of other depot to the extent possible situated at same/nearby unit.

This issue with the approval of PCMM

for Principal Chief Materials Manager

Distribution:

- 1. All Stores officers