(16)

(25)

EAST CENTRAL RAILWAY

Office of the
Controller of Stores
Old G.M building
Hajipur-844101

No. ECR/SMM/Stock control/Stores instruction dated- 15.01.10

All depot officers

Stores Instruction No. 26

Sub:- Departmental stock verification.

Para 1339 of Stores code vol-II in regards to the matter of departmental stock verification is reproduced below:-
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 up to date balance of an item in the ledger agrees with the actual physical stock balance. Such department verification to be arranged by the depot officer will be in addition to the stock verification arranged by the Accounts department.

The departmental verification need only cover selected items such as items of large annual consumption having regular and frequent issue, items of heavy intrinsic value like non-ferrous items, tool steel, etc. and items of pilferable nature. The verification of physical balance should be done by an official other than the ward-keeper in charge of the item of stores. The depot officer may postpone the verification if the balances in stock are so heavy that verification would involve large shifting of stock and the verification could be carried out conveniently at a later date when stocks are at a low level.

For waivel of departmental verification, procedure of verification & Stock verification sheets, Stores code vol –II, para 1339, 1340 & 1341 should be followed.

Depot officers should prepare a list of selective items as mentioned at Para 2 above and should ensure departmental stock verification in a regular manner.

15-01-10
(Mahesh Kumar)
DY.CMM/Elect.

1. Dy. CMM/D/SPJ
2. Dy. CMM/D/GHL
3. SMM/DSL/SPJ
4. SMM/TRS/MGS
5. AMM/DSL/MGS
6. AMM/ROU-N/MGS
7. AMM/DSL/PTRN
8. AMM/MEMU/JAJ
9. AMM/TRS/GMD