

No. 29/4/2018/SP/126
Government of Goa,
Office of the Principal,
Government Polytechnic,
Altinho, Panaji – Goa.

Date: 10 /09/2018

ORDER

Stores Section is hereby instructed, henceforth to issue indent books which are pre stamped (certificate) on the reverse side of the duplicate copy of indent book. For the indent books which are already issued to departments/sections, Stores Section shall do the necessary stamping (certificate) whenever the officials of the concerned department/section visit the Stores Section for collection of materials.

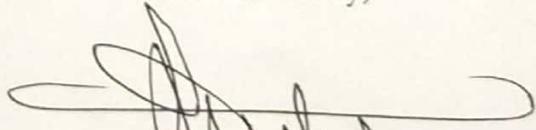
The materials shall be issued against the indent only in the presence of the officials in the rank of clerical/Lab. Assistant and above, same shall be duly acknowledged by the said officials. No material shall be issued to the multi-tasking staff/attendants etc.

The Registers (Dead Stock/Consumable) shall be issued with pre-ink numbering by the Stores Section. The Department/Sections shall only use the departmental Dead Stock/ Consumable Register which are provided by the Stores Section.

In case of any help/guidance required for maintaining the Dead stock/Consumable register, the officials of the respective departments/sections shall contact the stores section.

For strict compliance.

Yours faithfully,



(L.R. Fernandes)

Principal

To:-

Store Officer, G.P.P.

Copy to:-

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