



**JAIPUR VIDYUT VITRAN NIGAM LIMITED**  
**OFFICE OF THE SUPERINTENDING ENGINEER (I&S)**  
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No. JPD/ MM/SE(I&S)/Sec.Accounts./F. ID. 46

Date: 5.4.2018

**OFFICE ORDER-3**

During the performance audit of the circle, the AG audit team raised various issues in respect of the day-to-day functioning & recording keeping in circle stores / sub-stores. To stream line the stores functioning, the following guide lines are hereby issued for strict compliance:-

- i) The circle ACOS will submit the monthly information in respect of slow moving / non-moving /obsolete items in the prescribed format enclosed (Annexure A,B & C) with this letter. Also they will circulate the list of these items to all circle stores under intimation to circle Superintending Engineer (O&M) as well as this office so that if required the stores may be diverted from one to another stores where such items are required.
- ii) The Chief Engineer (MM) vide his letter No. 2622 dtd: 27.02.2018 has constituted a committee for the disposal of obsolete items and vide his letter no. 2621 dtd: 27.02.2018, the powers to write off in such cases has also been circulated. All the circle ACOS are directed to initiate action in view of these orders for the effective disposal of obsolete items lying with circle stores. The ACOS will classify to various obsolete items available with them as per the nature of the items so that this classification may be maintained in the survey report also and the effective mode of disposal may be ascertained.
- iii) The ACOS before issue of stores to sub-divisions will ensure that the stores are issued as per the WIM / Allotment and will ensure to verify the signatures of Indenting Officer/ Receiver of stores as per his office records. If the authorization has not been reported / provided by the sub-division(s) then the material / stores should not be issued. In gate pass, it may be ensured to mention the transport vehicle registration No. and driver name invariably, in case of any, if.
- iv) The authorised person of sub-division will provide WIM register (estimate card) before the ACOS alongwith the proper indent (requisition). ACOS will not order to issue the stores without production of WIM register and bring to the notice of the circle SE(O&M). Accordingly, the stores shall be issued as per the instructions of the SE(O&M) and will enter such entries in a separate register.
- v) The ACOS will ensure that the material issued has been received by the sub-division stores from time to time. Also he will provide the reconciliation copy of the SIN to the sub-division for verification and this verification should be taken up on monthly basis.

Name of circle stores:

ANNEXURE-A

Position as on :

### DETAIL OF SLOW MOVING ITEMS

S.No	Name of Item	Unit	Balance Qty. available at the end of month	Total value of the item as per the COS-14	Date of last issue	Status	Remarks
1	2	3	4	5	6	7	8

Name of circle stores:

ANNEXURE-B

Position as on :

### DETAIL OF NON-MOVING ITEMS

S.No	Name of Item	Unit	Balance Qty. available at the end of month	Total value of the item as per the COS-14	Date of last issue	Status	Remarks
1	2	3	4	5	6	7	8

Name of circle stores:

ANNEXURE-C

Position as on :

### DETAIL OF OBSOLETE ITEMS

S.No	Name of Item	Unit	Balance Qty. available at the end of month	Total value of the item as per the COS-14	Date of last issue	Status	Remarks
1	2	3	4	5	6	7	8