

**Confidential**

**KOLKATA PORT TRUST  
VIGILANCE DEPARTMENT  
4 FAIRLIE PLACE (3<sup>RD</sup> Floor)  
KOLKATA 700 001**

No. Vig/22/2004/ 1174

Dated 13<sup>th</sup> July 2009

**Circular No. 4/09**

**To**

**All Heads of the Department of KDS & GM(M & S), HDC**

**(Secretary /FA & CAO /DMD /TM /CHE /CME (I/C) /CE/CMO/LA & IRO (I/C)/  
LM (I/C) /CMM (I/C) /LA / Director (P & R).**


**Sub.-: Maintenance of Sub-Stores – regarding.**

In course of routine check/verification of Sub-Stores carried out, it was found that the stocks in many Sub-Stores are not being physically verified periodically. Moreover, materials much in excess of immediate requirement have been kept and unaccounted materials are being stored without recording in Store Register etc.

Accordingly, it is hereby directed that all such Stores should be checked by Departmental Officers of Asstt. Engineer level once in a month and by Executive Engineer level once in every quarter and Sr. Executive Engineer level Officers once in every six months. Apart from that, one Dy. HOD should check the Store once in every year.

During verification, if materials much excess of immediate requirement (say three months) are found, the same may be returned to the M.M. Stores. If any materials is issued but not consumed and returned to the sub-store, the same may be credited in the Store Register immediately. Unaccounted materials, if any, must be entered in the Store Register. If there are old materials, the unusable materials may be returned to M.M. Stores for disposal and usable materials must be entered the Store Register.

A report of compliance by HODs may please be forwarded on quarterly basis.

  
(A. Majumdar)  
Chief Vigilance Officer

Cc: PS-cum-EA to Chairman for favour of kind information of Chairman  
Cc: PS to Dy. Chairman (HDC)/ for kind information of Dy.Chairman/HDC.  
Cc: Dy. CVO/HDC – To monitor the compliance for HDC.  
Cc: Vigilance Officer, KoPT/CDLB