

**KOLKATA PORT TRUST**

**VIGILANCE DEPARTMENT**

4, Fairlie Place (3<sup>rd</sup> Floor),  
Kolkata- 700 001.

No. Vig/22/2007/

Dated the 7<sup>th</sup> June, 2007.

**To,**  
**All Heads of Departments.**

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

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

In course of verification of Sub-Stores, it emerged that many Sub-Stores are not being physically verified periodically and no Annual verification is taking place. Moreover materials much in excess of immediate requirement have been kept and unaccounted materials are being stored without recording in Store Register etc.

Accordingly, **the Chairman has 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 3 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.

(Manoj Kumar)  
Chief Vigilance Officer