



OFFICE OF THE PRINCIPAL  
**GOVERNMENT MEDICAL COLLEGE, ANANTNAG**

**GENERAL STORES**

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**Circular**

**Subject: Proper routing of supplies from General Stores.**

It has come to the notice of the undersigned that some of the departments/ Sections are receiving supplies from the General Stores through different employees of the same department at different times which then creates difficulties at the time of reconciliation. Since General Stores deals mainly with fixed assets and as per communication from higher authorities, administrative department can anytime ask for record details of machinery & equipments lying in each department/section, hence supply chain management of these records must be properly maintained.

Thus, in order to ensure accountability & proper record keeping of all these supplies (viz. machinery/equipments/furniture/IT items, other miscellaneous items) it is hereby directed to all the Heads of Departments/Officer Incharges of GMC Anantnag to nominate only one permanent employee (preferably Storekeeper cum Computer Operator) of their respective departments and send their names along with the designation to the office of General Stores within two days, who will be authorized to keep liaison with the Stores and will keep the records of fixed assets lying in their respective departments ready 24x7. In future all the supplies from General Stores will be issued to the concerned department only through that nominated employee and will act as single point contact of that department for all store related affairs.

(To be complied with true letter & spirit)

**Prof. (Dr.) Rukhsana Najeeb**  
**Principal**  
**Govt. Medical College**  
**Anantnag.**

No: GMCA/Stores/2024-25/ 178-182

Dated:- 21 /09/2024

**Copy to the:**

1. All Heads of Departments/Officer Incharges for information and compliance
2. Chief Accounts Officer for information
3. Medical Superintendent MMABM AH GMC Anantnag for information
4. Incharge official website for uploading the same on official site of GMCA.
5. Office records.

**Medical Officer Stores**  
**GMC Anantnag.**