



OFFICE OF THE PRINCIPAL
GOVERNMENT MEDICAL COLLEGE, ANANTNAG, J&K
(Camp office: MMABM Associated Hospital, Anantnag)


Circular

It has come to the notice of undersigned that some of the Departments/ Sections are receiving supplies directly from the suppliers and thereby bypassing the Stores Section. Most of the times store section is informed afterwards the receipt of the supplies directly from the suppliers, which results in mismanagement of the stock records and thereby delaying the post-delivery order management process. Keeping in view that Store section performs very important function of supply chain management in the procurement process and hence cannot be bypassed by any means.

If any supplier (whether from JKMSCL or Local supplier) intends to deliver any kind of supplies directly to any department/section, same should be immediately informed to the Incharge Stores, so that same is properly inspected, verified and stock entered.

All HoD's/Incharges are informed by medium of this circular to kindly direct their subordinate staff not to receive any kind of supplies directly from the suppliers. Also, no department/section should receive any kind of supplies without proper indents and invoices issued by the store section.

In future, if any department/section is found performing this kind of activity, the billing process for such supplies will not be entertained by Stores and the involving department is responsible for the consequences of the same (if any) at the time of audit.


Principal/~~Dean~~
Govt. Medical College
Anantnag

No:- GMCA:PS/362-67

Dated:- 21/07/2023

Copy to the :

1. All HoD's of GMC Anantnag for information and necessary directions thereof.
2. Medical Superintendent AH-GMC Anantnag for information and necessary directions thereof.
3. Incharge Website for uploading same on the official website.
4. Notice board.
5. Office records.