



OFFICE OF THE PRINCIPAL
GOVERNMENT MEDICAL COLLEGE, ANANTNAG

GENERAL STORES

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CIRCULAR

Subject: Verification criteria of supplies received in Stores of GMC Anantnag.

To ensure timely verification of the supplies received in the Stores of GMCA it is impressed upon all HODs/Incharges that for the verification of these supplies the concerned end user certification is mandatory and is the part of verification process. As the concerned end user is technical expert of the items, therefore his satisfactory report is essential before the same is taken up by the verification committee designated for the purpose. Only after the satisfactory report by the concerned end user, verification committee will access the supply order of the items and check for physical variations (if any) quantitatively as well as qualitatively. Also, all the end user certifications of supplies which are to be utilised by the hospital side should be countersigned by the Medical Superintendent MMABM AH-GMC Anantnag. Similarly, the supplies which are to be utilized by the departments/sections of GMCA should be signed by the end user HOD's/Incharge Officers of concerned sections.

Furthermore, as per the office Memorandum No. F.6/18/2019-PDD, Dated, 3rd of July 2020 issued by Government of India, Ministry of Finance, Department of Expenditure in which it is impressed upon all the DDO's that "For procurement made under rule 149 of GFR 2017 buyers are mandated to make payments within 10 calendar days after generation (including auto generation) of Consignee Receipt and Acceptance Certificate (CRAC) in the GeM. In order to promote greater discipline and timeliness in payments to vendors, it is decided that whenever a CRAC is auto generated or issued by a buyer and payment is not made 10 days thereafter, the buyer organization will be required to pay penal interest @ 1 % per month for the delayed payment beyond the prescribed timeline till the date of such payment."

In adherence to this above stated rule and to disburse timely payments to vendors, it is hereby directed to all HOD's/In-charges to lift the supplies from the stores and perform end user verification formalities within five (5) calendar days once the supplies reach to stores. In case any item needs installation, the time for end user verification will start once the item is completely installed.

Any grave issue or query raised against any supply order by any of the involving section should be properly justified, and same should be intimated to the office of undersigned immediately rather than keeping the bills pending without any action, which results in unnecessary delays and thus creating liabilities. Any lethargic approach towards this circular will be viewed seriously by the competent authority.

Prof. (Dr.) Rukhsana Najeeb

Principal

Govt. Medical College

Anantnag.

Dated:- 21/09/2024

No: GMCA/Stores/2024-25/174-177

Copy to the:

1. Chief Accounts Officer for information
2. Medical Superintendent MMABM AH GMC Anantnag for information
3. Incharge official website for uploading the same on official site of GMCA.
4. Office records.

Medical Officer Stores
GMC Anantnag.