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GOVERNMENT OF SIKKIM
SCIENCE & TECHNOLOGY DEPARTMENT
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No. 04 /DST

Dated: 3/4/2025

CIRCULAR

**Subject: Instructions for Maintenance of stock register/ dead stock register/
Asset register**

In light of the outstanding audit observations regarding the non-maintenance of stock register/ dead stock register/ asset register, the following instructions are hereby issued to streamline the process and ensure strict compliance:

1. Each division shall be responsible for the upkeep of stock registers, asset registers and dead stock registers.
2. The designated staff of the division shall ensure that the quantity and quality conform to the specified order upon receipt. Upon verifying, they shall authenticate the entry by signing it, following which the supervisory officer concerned shall countersigned and certify the stock entry specifying the corresponding page number of the register in each case.
3. Every item issued shall be recorded promptly in the appropriate register. The name and designation of the individual receiving the stock item must be duly recorded in the register.
4. All divisions shall reconcile their stock registers with the Accounts Division on a quarterly basis to address discrepancies and prevent irregularities.

By Order,

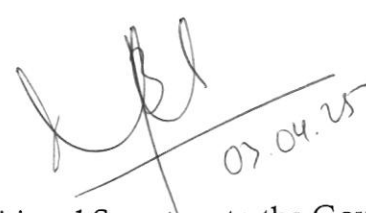
Sd/-
(Dr. Sandeep Tambe) IFS
Principal Secretary to the Govt. of Sikkim
Science & Technology Department

Memo. No. $\frac{8}{16}$ /DST

Dated: 3/4/2025

Copy for information to:

1. P.D.-cum- Secretary, DST
2. P.D, T.T, Division, DST
3. Director, SSCS&T
4. CAO, DST
5. S.O, B.T. Division
6. S.O, RS&CC Division
- ✓ 7. File &
8. Guard File


07.04.25
Additional Secretary to the Govt. of Sikkim
Science & Technology Department