

TANGEDCO
Accounts Branch

Email only

From, K.MALARVIZHI,B.A(Corp),ACA,PGDHRM,
Chief Financial Controller/General,
144, Anna Salai, Chennai - 600 002

To, The All the Superintending Engineer,
EDC's
Tangedco,

Lr.No.X/CFC/GI/FC-P/St.Cont./CSO/SV/F.Review Meeting./D. 389 /20,dt.19 .09.2020
Sir,

Sub:- HQ. - Stock Verification Division - JMD Review Meeting Accounts
Wing with IT wing for the stores subject - instruction issued - reg.
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The Joint Managing Director has reviewed the stores related matters with the Accounts wing and IT wing and issued the following instructions.

1. Physical Stock Verification should be periodically conducted by the concerned Chief Stores Officer/Stores Officer at Central Stores/Sub Stores so as to ensure the correctness of the stock available.
2. More attention should be given to the high value materials procured by Chief Engineer/MM and it should be periodically reviewed so as to avoid idle inventory.
3. Periodical inspection should be conducted by the concerned SE/DFC/AEE/MM/EE General & O &M of the circle. AEE/MM has to conduct monthly inspection of Central/Sub Stores without fail and the report should be furnished to CFC/General.
4. The Chief Stores Officer/Stores Officer concerned should intimate damages /inconvenience if any caused in stores building and other amenities to the Superintending Engineer concerned (Like net connection for IMS and others amenities) then and there.
5. The Chief Stores Officers/Stores Officers has to maintain the minimum number of registers as much required or otherwise to take whatever information required from the IMS portal and to maintain the stores neatly with the orientation and proper stacking of materials.

6. The Chief Stores Officers/Stores Officers may not required to take the print out copy of the requisition/devolution for the stores transaction made in future so as to avoid unnecessary paper works. The required details are available in IMS portal that can be viewed.
7. Inspection will be carried out by the Head Quarters team at any time. Discrepancies if any found in stock at the time of inspection severe action will be taken against the Chief Stores Officer/Stores Officer concerned.

Sd xxx dated 19.09.2020

CHIEF FINANCIAL CONTROLLER/GENERAL

Copy submitted to the Joint Managing Director/Tangedco

Copy submitted to the Director Distribution/Tangedco

Copy submitted to the Director/Finance/Tangedco

Copy to the Chief Engineer/MM/Chennai-2

Copy to the all Chief Engineer/Distribution's/Tangedco

Copy to the Chief Engineer/IT

Copy to the Chief Stores Officer/Stores Officer/Central Stores/Tangedco