


No.COL/DMN/EST/2013-14/ 4069  
Administration of Daman & Diu  
Office of the Collector  
Collectorate, Daman.

Dated: 03/01/2014

O R D E R

It has come to my notice that no proper dead stock register is presently maintained by the departments of this administration which is a serious matter. It is, therefore hereby directed to prepare a dead stock register maintaining all the itineries in a proper format after proper verification by the concerned head of office at the earliest.

A compliance report in this regard may be submitted to the undersigned within a weeks time. A format in this regard is enclosed herewith for taking necessary action.

  
(RAMESH VERMA)  
COLLECTOR, DAMAN.

Encl: As above.

To

1. The Deputy Collector, Collectorate, Daman.
2. The Asstt. Commissioner (Excise), Daman.
3. The Asstt. Registrar, Cooperative Societies, Daman.
4. The Deputy Director (Transport), Daman.
5. The Joint Director (Tourism), Daman.
6. The Project Director, RDA, Daman
7. The Chief Inspector Factories & Boilers, Daman.
8. The Mamlatdar/Supdt. (Sub Jail), Daman.
9. The Enquiry Officer, City Survey, Daman.
10. The Port Officer, Daman.
11. The Field Publicity Officer, Daman.
12. The Labor Inspector, Labor & Employment, Daman.
13. The Accountant, Collectorate, Daman.
14. The SIO, NIC, Daman to update on District website.

**GFR 4**

[ See Rule 19G (2), (3), (4) ]

**Register of Fixed Assets**

Name and description of the Fixed Assets.....

Date	Particulars of Asset	Particulars of supplier		Cost of the Asset	Location of the Asset	Remarks
		Name and address	Bill No. and date			
1	2	3	4	5	6	7

NOTE.— The items of similar nature but having significant distinctive features (e.g., study table, office table, computer table, etc.) should be accounted for separately in stock.

**GFR 41**

[ See Rule 190 (2) (ii) ]

**Stock Register of Consumables such as Stationery,  
Chemicals, Spare Parts, etc.**

Name of Article ..... Unit of Accounts .....

Date	Particulars	Suppliers Invoice No. and Date	Receipt	Issue Voucher No.	Issue	Balance	Unit Price
1	2	3	4	5	6	7	8

NOTE.— User's indent in original shall be treated as issue voucher. Issue voucher number shall be in consecutive order, financial year wise and it should be noted on each indent.

GFR 42  
[ See Rule 190 (2) (iv) ]