

**Central Pollution Control Board  
(Material Section)**

F.No. : 44011/01/2017-18/Mat 2385

Dt. 16.01.2018


**CIRCULAR**

It has come to notice that Material Section is receiving requisitions for stationary items from different division in a causal way at irregular intervals. Some of the items are repeatedly in demand within a short span of time. In order to have a proper assessment of requirement of items for division, duration wise, the Competent Authority has decided that all Divisional Heads to maintain a Sectional Stationary Register for all stationary items as per proforma given below:

Stock availability of stationary items, clearly mentioning the name of items and quantity including photocopy paper/ toner cartridge etc.	Total indenters in the division.	Total period duration and details of Fresh requirement of stationery items to be consumed including photocopy papers toner cartridges etc.	Expenditure incurred under DOP so far.	Budget-head vide Annual Action Plan/Sub Head.	Remarks if any

The sectional register has to be maintained and verified by Divisional Heads before forwarding requisitions and also ensure that adequate provision of funds in the Budget Head are kept therein. The register will be maintained by concerned division for the demanded items under the supervision of Divisional Head and will be checked by the Competent Authority/auditors through material division as and when required. Further the requisition/ indenters for stationery items are to be submitted on quarterly basis.

This office order is issued with the approval of Competent Authority.

  
(N.Sethuramalingam)  
Admn officer (M)

To,

1. All Divisional Heads
- ✓ 2. I/c. IT with a request to upload the circular on CPCB website