



**SKILL DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
SHRAM BHAWAN SOKAYTHANG
GANGTOK-737102**

Ref. No. GOS/SDD/03

Dated: 11 / 06 / 2024

NOTIFICATION

With the approval of the Competent Authority, a Stock Verification Committee is hereby constituted comprising the following members, namely:-

Sl. No.	Officer	Designation
1.	Under Secretary – I, Skill Dev. Department	Chairperson
2.	Accounts Officer, Skill Dev. Department	Member
3.	Superintendent (HQ), Skill Dev. Department	Member
4.	Principal of concerned Government ITI, Skill Dev. Department	Member Secretary

Terms of Reference: -

1. The Committee shall be responsible for maintaining Stock Register of all supplies and materials received at each Government ITI.
2. The Committee shall submit a report to the Head of Department/Head of Office for every consignment of stocks received. The report shall be certified by all the Committee Members.

By Order.



Sd/-
(Karma Namgyal Bhutia),
Secretary to the Government of Sikkim
Skill Development Department.

Memo No.: GOS/SD&ED/ITI/N/16-17/163/23

Dated: 11 / 06 / 2024

Copy to:-

1. All concerned above;
2. Secretary, Skill Development Department;
3. Principal, Government ITI, Rangpo/Namchi/Gyalshing/Kewzing;
4. Assistant Programmer (IT), Skill Development Department (For hosting in the Departmental Website);
5. Notice Board;
6. File &
7. Guard file.

Additional Secretary to the Government of Sikkim,
Skill Development Department.

Additional Secretary
Skill Development Department
Government of Sikkim
Gangtok (Sikkim)