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**GOVERNMENT OF JAMMU & KASHMIR (U.T)**  
**DIRECTORATE OF SCHOOL EDUCATION, JAMMU**

**Sub: Streamlining of mechanism for proper receipt, verification, storage and utilization of various kinds of Supplies received by DDO/ Heads of schools under the directorate of School Education, Jammu**

ORDER No: 521 DSEJ of 2021  
Dated: 22-01-2021

Whereas, the supplies of wide range of articles, items are frequently received by CEOs/Principals, DIETs/ ZEOs/ DDOs/ Heads of schools for use and / or installation in offices/ schools against supply orders issued by them or by SAMAGRA Shiksha and/ or other agencies;

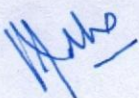
Whereas, it is expected that all laid down rules, norms and procedures are being followed by DDOs to ensure that all kinds of supplies are being received by them after satisfying themselves about their quantity and quality as per approved samples and specifications;

Whereas, sometimes in some cases complaints about inadequate quantity and quality of supplies are received after the concerned DDOs certification about the supply being satisfactory in all respects is already issued;

Whereas, during inspection of some schools, it is observed that installations made under some Government schemes like ICT labs, equipments, educational kits become non functional or not fit for use due to some defect or damage but no benefit of warranty period is taken by the school as no proper record is maintained by it;

In view of the above it is hereby ordered that:-

1. All the Chief Education Officers shall get the physical verification of store and stocks immediately carried out covering all schools and offices within their jurisdiction as per norms. Principals, DIETs shall do the same in respect of DIETs.
2. While receiving all kinds of supplies from any source, each DDO/Head of School shall ensure 100% checking of each item as per approved sample and specification through an inspection committee which shall be constituted before the supplies are physically received in the school or office.
3. The 100% checking of supplies shall be completely videographed and only after the DDO/ Head of the school is satisfied that the supplies are completely in order, he/ she will issue report about satisfactory supply.
4. No utilization certificate shall be issued by any DDO/ Head of the school before this exercise is completed.

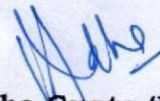




5. The concerned DDO/Head of the School must preserve the digital evidence in shape of Photos/Videos in hard disc for record and reference in addition to Mandatory record entries in stock registers.
6. In case of any shortcoming with respect to the stocks supplied by any agency under any scheme, it should be reported to the concerned quarter immediately. In case of any payments made or certification of satisfactory supplies facilitating payments for such improper supplies the DDO concerned and the members of the inspection teams shall be personally responsible for the consequences arising out of financial impropriety and loss to the government exchequer.
7. The CEOs will submit the certificate that the official supplies have been made to/received by the end users down the line within week's time for each fresh/external supply made at District/Zonal Level.

These directions shall be followed in case of all kind of routine official supplies including Free Textbooks from JKBOSE, Jute Matting, Desks, Furniture, educational Kits, Tabs, Uniform Sets, Library Books, Solar Panels, TLM & LEP Material supplied under Samagra Shiksha as well as any other supplies made by any agency for use by the school in general or students in particular such as sanitary napkins vending machines, incinerators any other article or installation etc.

The Chief Education Officers of Jammu Division shall ensure that these directions are followed in letter and spirit by all concerned. Joint Directors, School Education shall compulsorily check during their routine inspections of offices and schools whether these directions are being followed or not.

  
**Anuradha Gupta (KAS)**  
**Director School Education**  
**Jammu**

No. DSEJ/SmS/45-69

Dated: 22-01/2021.

Copy to:

1. Joint Directors \_\_\_\_\_ (All) for information and necessary action.
2. PO/Dy. Director Planning for information and necessary action.
3. Chief Education Officers of Jammu Division for information and necessary action.
4. Principal DIETs of Jammu Division for information and necessary action.