

A/31668/Stores/CAO/SM-I

Government of India
Ministry of Defence
Office of the JS(T) & CAO
New Delhi 110011

15 Sep 2004

To

The Principal Controller of Defence Accounts (HQ),
'G' Block, New Delhi 110011

Scale of issue and minimum life of items of Furniture, Office Equipment Store, General Store and Stationery items by the Office of JS(Trg) & CAO, Ministry of Defence

Sir,

I am directed to convey the sanction of the President to adopt the normal scale and minimum life of different stores items by Office of the JS(T) & CAO as per details given below :-

- (a) Appendix A, Parts I, II and III (Page 1 to 16, total 16 Pages) – Furniture items
- (b) Appendix B, Parts I, II, III & IV (Page 17 to 25, total 09 Pages) – Items of Office Equipment Store
- (c) Appendix C (C/I & C/II) (Page 26 to 30, total 05 Pages) – General Store items
- (d) Appendix D (Page 31 to 41, total 11 Pages) – Stationery items

2. The expenditure will continue to be met out of existing budgetary grants. The scale of issues are subject to the following conditions :-

- (a) Items are to be issued subject to availability of fund.
- (b) Items are to be issued taking into account entitlement, stock position, items available with the user, strength of officers/staff/Machinery, requirement of all the users and other relevant factors.
- (c) The competent financial authority may issue item(s) in relaxation of the scale as well as item(s) not contained in the Appendices based on justifiable functional requirements.
- (d) This letter is not an authority to incur actual expenditure for procurement of item(s) for which financial sanction is required to be issued with approval of competent financial authority as hitherto fore.

3. This issues with the concurrence of Ministry of Defence (Fin/MO) vide their UO No. 1138/MO/04 dated 03 Sep 2004.

Yours faithfully

Sd
(C.P.Gusia)
SAO/MM-I
For JS(T) & CAO

Copy to :

1. The Chief of the Army Staff
2. The CGDA, West Block V, R K Puram, New Delhi
3. The Director of Audit Def Services, `L' Block New Delhi
4. All IFAs in Army/Navy/Air Force/Coast Guard/HQ(CIDS)
5. Ministry of Defence (Fin/MO)
6. AG/Coord (a), GS/SD-1C, MGO(S&C), QMG/Q-1(E), MS-9(A) Coord, E-in-C Coord, DGQA Coord
7. All inventory holders offices, with the office of JS(T) & CAO