

No. Z-25011/01/2025-Genl

भारत सरकार / Government of India

स्वास्थ्य एवं परिवार कल्याण मंत्रालय / Ministry of Health & Family Welfare

स्वास्थ्य सेवा महानिदेशालय / Directorate General of Health Services

सामान्य प्रशासन अनुभाग / Genl. Admin. Section

Nirman Bhawan, New Delhi,

Dated the 17th April, 2025.

CIRCULAR

Subject: Nomination of Official for the Role of Storekeeper in the Office of the Directorate General of Health Services – Reg.

It is proposed to designate one official from among the existing staff of Dte. GHS holding the post of LDC, UDC or ASO to serve as Storekeeper in the General Section of Dte. GHS. This initiative is aimed at strengthening and streamlining the existing store management system, ensuring accountability, and maintaining proper documentation and control of store-related operations in line with government procedures.

2. Following is the eligibility criteria:

- i. Officials currently working in the Dte. GHS on regular basis as LDC/UDC/ASO.
- ii. Preferably having basic knowledge or experience in handling government stores or inventory systems.
- iii. Should be willing to take on additional responsibilities associated with store management.

3. The officer shall be designated Storekeeper and will be responsible for the following tasks:

- i. Maintenance of stock registers and store ledgers (manual and/or digital).
- ii. Receipt and inspection of goods/materials as per supply orders.
- iii. Safe and organized storage of materials, tools, and consumables.
- iv. Timely issuance and recordkeeping of stock issued to various sections.
- v. Monitoring stock levels and initiating proposals for procurement or replenishment.
- vi. Conducting periodic physical verification of stock and reconciliation with records.
- vii. Assisting in disposal procedures for unserviceable or obsolete items.
- viii. Ensuring compliance with government rules and audit requirements related to store operations.

4. In view of the above interested and eligible officials who are willing to take up the role of Storekeeper may submit their willingness in writing through proper channel to the undersigned by 30th April, 2025. The selection will be made based on eligibility, relevant experience and administrative requirements. This circular may be brought to the notice of all eligible officials working in this Directorate. Wide circulation is requested.

(Yogesh Kumar)

Section Officer


Ph. No. 011-23061320

To

All the Officers/Officials in Dte. GHS.

Copy to:

Technical Officer for uploading the above circular on the website of Dte. GHS.


यशेश कुमार / Section Officer
स्वास्थ्य सेवा महानिदेशालय/Dte. G.H.S.
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
भारत सरकार/Govt. of India
Nirman Bhawan, New Delhi