

**Dy. Controller Mobile: 9433331367**

**Asst Controller Mobile : 8920889505**

**Financial officer Mobile: 9830671317**



**भारत सरकार लेखन सामग्री कार्यालय, 3 चर्च लेन, कोलकाता - 700 001**

**GOVERNMENT OF INDIA STATIONERY OFFICE, 3 CHURCH LANE, KOLKATA - 700 001.**

**M-17012/1/19-20/CDN**

**Dated 30 Apr 2020.**

**OFFICE MEMORANDUM**

**Sub : Completion of Annual Stock Verification for the year 2019-20**

It is stated for information that Annual Stock Verification for the year 2019-20 has been completed by Store Verifying Officers in respect of G.I.S.O, Kolkata (M.S + W.S. + G.B) and its 3 R.S.Ds at Chennai, Mumbai and New Delhi (copy enclosed). Now, it has been decided that the quantity as shown in Stock Verification Report may be recorded as opening balance as on 01.05.2020 and supply may be made to the indentors w.e.f. 01.05.2020 onwards.

**Encl: As above.**

**BISWANATH HALDER**  
Dy. Controller Sty. (A)  
Govt. of India Sty. Office  
3, Church Lane, Kolkata-1

**(B.N. Halder)**

**Deputy Controller Sty.(Admn.)**

**To**

1. Head Clerk, Central Stock, GISO, Kolkata
2. Officer in Charge, RSD, Chennai, 63, College Road, Chennai - 600006
3. Officer in Charge, RSD, Mumbai, Nistha Bhawan, First Floor, Churchgate, Mumbai - 400020
4. Officer in Charge, RSD, New Delhi, Netaji Nagar, New Delhi-110023.
5. Asstt. Controller (Supply/Store)
6. Store Keeper/ Deputy Store Keeper, GISO, Kolkata
7. Asstt. Controller, Stationery (Admn.), GISO, Kolkata
8. Financial Officer, GISO, Kolkata

