

No. RM-30(1)/83. Vol. II

*Dated the 22nd October, 1983*

To

The Chief Engineer (National Highways) Public Works Department

Subject : Reconciliation of Inventory of machines belonging to the Ministry

Ministry have been receiving Annual physical verification Reports of Central Machinery available in your State. Based on various reports and comments on the same from Ministry's Regional Officers, transfers and sale already affected, efforts have been made to prepare an up-dated inventory of Central machines as on 1-4-1983.

Accordingly please find enclosed herewith a list of Central machines available in your State and quantity reported in physical Verification Reports.

It will be seen that there are certain discrepancies which have been shown as (+) or (-) showing excess and shortages respectively. You are requested to kindly check the enclosed statement and confirm the correctness of the quantities shown therein. In case of excess and shortages complete details and references, if any, clarifying the position may kindly be sent to this Ministry urgently.

The above information is necessary to reconcile the Central Register of machines in this Ministry. It is, therefore, requested to kindly send the requisite information latest by 30th November, 1983.