

Greater Calcutta Gas Supply Corporation Limited
(A Government of West Bengal Enterprise)
14, Canal West Road; Kolkata- 700009

OFFICE ORDER

Office Order No: DSM/00/2/GC/5589.

Date: 23/04/2026

Sub: Reconstitution of "Scrap Disposal Committee" & "Scrap Disposal Cell".

In accordance with resolution for agenda no. 8 of the 176 th Board of Director's Meeting of GCGSCL, held on 23/03/2026, the "Scrap Disposal Committee" and "Scrap Disposal Cell" have been reconstituted in the following manner:

Scrap Disposal Committee:

1. Smt. Mukta Arya, General Manager & Managing Director
2. Sri Asim Saha, Finance Manager
3. Sri Piyush Shankar Das, Distribution & Service Manager (i/c)
4. Sri Santanu Majumdar, Asst. Manager(F/A & in-charge of IA)
5. Sri Pradip Adak, Asst. Manager(Materials, GH & Safety)

Scrap Disposal Cell:

SL. NO	Name & Designation	Duty
1.	Sri P. S. Das, Asst. Manager(Marketing)	For counter signing of challan
2.	Sri Surajit Das, Asst. Manager (HP)	
3.	Sri P. Adak, Asst. Manager(Materials)	
4.	Sri Smarajit Das, Asst. Manager(Elect/Meter)	
5.	Sri B. Giri, Foreman (Electrical)	For supervision of disposal & delivery operation
6.	Sri Sukanta Sarkar, S.O.(Tech.)	
7.	Sri Sanjoy Roy, Foreman(Civil)	
8.	Sri Jyotirmoy Das, Foreman (Meter)	
9.	Sri A.B.Panigrahi, S.O (Tech.)/Safety & P.O (Stores)	For preparation of delivery challan, gate pass and maintaining of scrap disposal register
10.	Sri Anil Rai, Asst. Storekeeper	
11.	Sri P. S. Das, Asst. Manager(Marketing)	For signing gate pass
12.	Sri P. Adak, Asst. Manager(Materials)	

The committee will deal with the policy matter and other matters connected with the disposal of scrap. The cell will function under the committee and it will deal with the operation matters of the scrap disposal in the following manners:

- A) **Persons authorized to sign challans:** The delivery challans would be signed by the person supervising delivery of scrap materials and countersigned by any one of the officers of Sl. no. 1 to 4.
- B) **Persons authorized to sign gate pass:** After completion of the delivery challans, gate pass would be prepared. The gate pass would be signed by any one of the officers of Sl.No.11& 12.
- C) **Supervisory personnel:** Any of the cell members and in case of requirement any other staff/officers of the concerned dept. to which scrap belongs, as will be ordered for.

- D) **Preparation of delivery challan, gate pass and maintenance of scrap disposal register/log book:** The challan books, gate pass books will be kept under the custody of Stores dept. as usual and they would prepare the same for delivery of materials. The disposal register would also have to be maintained by personnel of Stores dept. under superintendence of Asst. Manager (Materials) for operational convenience.
- E) **Vehicle entry & exit pass:** This would be dealt by the Security dept. on surrendering of gate pass and vehicles entry would be allowed to be checked out through the gate by the Security dept.
Normally, the same officer will not countersign both the challan and gate pass. In case of non-availability of officers for the same any available member of the scrap disposal committee will sign the gate pass and challan as the case may be.
- F) **Certificate of delivery status:** On completion of the delivery of a 'lot' the details as recorded in the Store dept. would be forwarded to DSM i/c by the A.M. (Materials) for onward transmission to the Managing Director. Stores dept. would also handover the copies of delivery challans to the Accounts Deptt. for accounting purpose as per prevailing practice.

All concerned are requested to take note of the above. This order supersedes all previous orders in this regard and will take immediate effect. This is issued in public interest.


23/4/26
Distribution & Service Manager [i/c]

Office Order No: DSM/OO/2/GC/5589.

Date: 23/04/2026

Copy to:

1. The Managing Director, GCGSCL- For kind information
2. The Finance Manager; GCGSCCL -do-
3. Asst. Manager(F/A & in-charge of IA); GCGSCCL – For necessary action
4. Asst. Manager(LE&S) Retd, GCGSCCL -do-
5. Asst. Manager((North Zone, South Zone), GCGSCCL -do-
6. Asst. Manager(LE&S) Retd, GCGSCCL -do-
7. Asst. Manager (HP), GCGSCCL -do-
8. Asst. Manager(Marketing), GCGSCCL -do-
9. Asst. Manager(Materials), GCGSCCL -do-
10. Asst. Manager(Elect/Meter), GCGSCCL -do-
11. Sri Sukanta Sarkar, S. O. (Tech), GCGSCCL -do-
12. Purchase Officer (Stores), GCGSCCL -do-
13. Foreman (Electrical, Civil, Meter), GCGSCCL -do-
14. Asst. Stores Keeper, GCGSCCL -do-
15. UDC i/c Security Section; Head Asst.(Watch & Ward): For Vehicle entry & exit pass.


23/4/26
Distribution & Service Manager [i/c]