

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**ANSARI NAGAR, NEW DELHI-29.**  
(M.S. Unit)

F.No.7-1/2023-24/MSU/PV

Dated: 28/04/2023

**Subject:- Physical Verification of the Assets & Stores for the year 2022-23 and maintenance of Fixed Asset Register & Stocks Inventory Registers.**

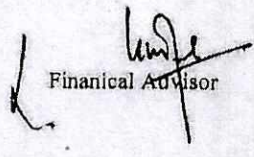
As envisaged in General Financial Rules 211 to 215, the Physical Verification of all type of Assets & Stores is required to be conducted once in a year by a responsible Officer other than the custodian of Stores. Accordingly, Faculty Member(s) and other Officer(s) of the Institute may be deputed for conducting Physical Verification of the Assets & Stores of Departments/Wards/Sections/Units. As regards Physical Verification of the Assets & Stores of your department it is requested that faculty members or any other Officers other than Store and Accounts of the Department/Centre may be nominated to conduct 100% Physical Verification of all the Assets & Stores in the Department/Centre for the year 2022-23 and maintenance of Fixed Assets Register & Stock Inventory Registers in the prescribed proforma.

All nominated Officers may be instructed to prepare the Physical Verification report in the enclosed Proformae "A" & "B" in triplicate and one copy of the report may be handed over to the Officer-in-charge, Stores and the two copies may be forwarded to you. One copy of all the reports, so received in your office after your counter signatures may please be forwarded to Finance Division by 31.05.2023 for further action thereon. Annexure of proforma "A" would require to be completed by the official in charge of Stores/fixed assets except column 9 and 11. Further, it may also be ensured that register of Fixed Assets are being maintained as per GFR form 22.

The cooperation of Chiefs of the centre/Medical Superintendent/HODs of the Department is required to enable Finance Division to obtain clean Audit Certificate from Office of Comptroller & Auditor General of India.

The Performa "A" & "B" may be downloaded from Institute's website.

Hindi version will follow.

  
Financial Advisor

Distribution:-

1. All Chief(s) of the Centres/Deans
2. Medical Superintendent(H)
3. All Heads of the Departments/Units/Sections.
4. Faculty Incharge Projects/Project Officers
5. Deputy Secretary- for Transport & Engineering Division.
6. Chief Librarian/Faculty In-charge Library
7. Superintending Engineer.
8. Officer Incharge(Procurement), DO
9. Prof. In-charge, Computer Facility } for uploading in AIIMS portal.
10. Hindi Section with a request for translation pl.

Copy to:-

PPS to Director/P.A to D.D./Sr.F.A

|                                                                 |
|-----------------------------------------------------------------|
| प्राप्त किया / RECEIVED<br>कम्प्यूटर सुविधा / Computer Facility |
| 29 APR 2023                                                     |
| समय / Time..... 12:00 PM                                        |
| अ.भा.आ.स., नई दिल्ली / A.I.I.M.S., New Delhi-29                 |

*Tripda/Ankit*  
*Antika*

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
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**ASSETS VERIFICATION REPORT FOR THE YEAR 2022-23**

1. Name of the Department/Section \_\_\_\_\_  
Date of Inspection from \_\_\_\_\_ to \_\_\_\_\_  
Name of the Stores Clerk or person who  
is handling the Stores.  
Name of the Officer-in-charge of the Stores  
Format in which departments are asked to prepare their assets list is enclosed.

The details of all kinds of Assets physically available in Centre/Department/Section/Unit stands duly verified in the desired format (as enclosed) separately for each category as mentioned below:

2. Tangible Assets

- |                           |   |                           |
|---------------------------|---|---------------------------|
| i. Plant & Machinery      | } |                           |
| ii. Furniture & Fixture   | } |                           |
| iii. Office Equipments    | } | As per enclosed annexure. |
| iv. Electrical Equipments | } |                           |
| v. Computer Peripherals   | } |                           |

3. Intangible Assets

- i. Software

Any other suggestions or remarks  
you may have as regards to conduction  
of verification of assets.

Signature of Inspecting Officer  
Name in (Block Letter)

Designation \_\_\_\_\_

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**STOCK VERIFICATION REPORT FOR THE YEAR 2022-23**

1. Name of the Department/Section \_\_\_\_\_
2. Date of Inspection from \_\_\_\_\_ to \_\_\_\_\_
3. Name of the Stores Clerk or person who is handling the Stores.
4. Name of the Officer-in-charge of the Stores
5. Stock Registers:-
  - I) How many stock registers are maintained in the Department
  - II) Are the stock registers written up properly and up-to-date?
  - III) If not, what are the defects noticed and what remedies you suggest?
  - IV) Are the stock registers signed regularly or periodically by the (a) Stores Clerk?  
b) Officer-in-charge
  - V) Are the pages of the register numbered?
6. Are there any stores received but not entered in the stock register?  
Give details viz name(s) of items,  
Date of receipt and reasons for not entering in the registers so far.
7. Are the stores kept properly to guard against pilferage, wastage and vermin etc.
8. What steps are taken to safe-guard perishable stores, pilferage and mis-handling of stores.
9. Give a list of equipments which are damaged charge or surplus,

10. Is any equipment costing more than Rs.10,000/- lying idle ?  
 I) If so date from which it is lying idle  
 II) Reason due to which it is lying idle
11. Is register of indents & supply orders maintained, give list of indents with Dates whose supplies are awaited
12. Give any other suggestions or remarks you may have regarding the stores and equipments in the departments.
13. Verified 100% of consumable and non-consumable Stores in the department and discrepancy (if any) mention below:-

| Sr.No. | Nomenclature | Unit actual Balance | Quantity Ledger Balance | Excess | Shortage | Remarks |
|--------|--------------|---------------------|-------------------------|--------|----------|---------|
|        |              |                     |                         |        |          |         |

Signature of Inspecting Officer

Name in (Block Letter)

Designation \_\_\_\_\_

## INSTRUCTIONS FOR ANNUAL PHYSICAL VERIFICATION OF STORES AT A.I.I.M.S., NEW DELHI-110029

While conducting the 100% Annual Physical Verification of the assets & articles of stores, the following instructions should invariably be observed:-

- The Physical Verification is divided in two parts (i) physical verification of Fixed Assets (Proforma-A)(Rule 213(1) of GFR 2017) and verification of consumables (Proforma-B)(Rule 213(2) of GFR 2017).
- The Annexure to the Proforma-A will be filled by the store officer/store clerk and the same will be verified by the Physical Verification Officer (Rule 213(1) of GFR 2017).
- The details of consumable items will be provided by store officer/clerk and the same will be verified by the Physical Verification Officer(Rule 213(2) of GFR 2017).
- The Physical Verification officer should contact the Officer-in-charge, stores of the department and fix actually agreed date and time for physical verification.
- Physical Verification should be conducted in presence of the person responsible for the custody of stores or any other person deputed by him.
- Physical Verification may be for commended by actual weighing of measuring as the case may be of the ground balance and then check up the No. Weight length, and breadth of each article so counted with number noted in the stock register
- Discrepancies between actual count balance and stock register entry be brought to account immediately so that the store account may represent the true state of stores.
- The shortage of damages as well as unserviceable stores may be listed and reported immediately to the Head of the Department for further necessary action.
- Verification officer should also see, if any, wrong classification of the stores or unauthorized stock of stores held by any officer or a subordinate or any item of stores, which are surplus to the requirement or any such item for which there has been no demand for over a year may be noted and indicated in the narrative report of Physical Verification to be submitted to the Director.
- Physical Verification Officer should also see whether following arrangements for custody and protection of stores are being observed:-
  - A The go-down floors are Pucka or cemented.
  - B That items of common domestic use are always kept under lock and key. Soap, matches, towels, dusters etc. are instances of this nature:-
  - C That adequate arrangements exist for the protection i.e. fire extinguishers are kept handy and at easily accessible spots and that fire buckets are always full of water and/or sand where inflammable articles are stocked.
  - D That proper arrangements exist for locking the god owns and keeping the keys in safe custody.
  - E That statutory regulations for storing explosives are observed.
  - F In order to avoid deterioration of stock, issue are not made from fresh receipt as a matter of course, but that articles first received are issued and to ensure this, fresh receipt are not dummied on existing stock but are so arranged that their turn for issue will come only when the existing lock are exhausted.
  - G That in storing medicines and drugs arrangements for issue exist so that their expiry dates are kept in view and time expired items are not allowed to occur in the stores.
  - H That costly and precision scientific and laboratory equipment and their parts kept with maximum possible care.

I The records relating to the stores, like consumable stock ledgers, non-consumable stock ledgers, register of assets delivery challans and issue slip are maintained properly up to date.

- Every entry of the stock ledger should be initiated by the Physical Verification officer in taken of having done the stock verification.
- A certificate in the following form should be recorded on the stock ledger by the Physical Verification Officer.

“ It is certified that the stores of the Section/Department of \_\_\_\_\_ as per ledger balance has been 100% Physically verified. A report to this effect is being submitted separately to the Financial Advisor”.

Signature of the Stock Verification Officer