

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

F.No.7-1/2021-22/MSU/PV

Dated: 27/4/21

Subject:- Physical Verification of the Assets & Stores for the year 2020-21 and maintenance of Fixed Asset Register & Stock 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 2020-21 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 31.05.2021 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 proformae "A" & "B" may be downloaded from Institute's website.

Hindi version will follow.


(Narinder Bhatia)
Financial Advisor

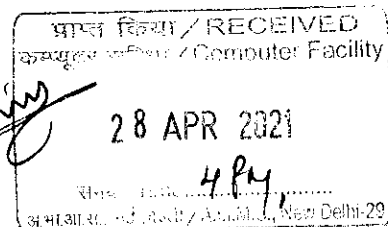
Distribution:-

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. Prof. In-charge, Computer Facility } for uploading in AIIMS portal.

Copy to:-

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

Ms. Ankita Sharma
Pl. upload.





INVENTORY MANAGEMENT

Rule 207 This chapter contains the basic rules applicable to all Ministries or Departments regarding inventory management. Detailed instructions and procedures relating to inventory management may be prescribed by various Ministries or Departments broadly in conformity with the basic rules contained in this chapter.

Rule 208 (1) Receipt of goods and materials from private suppliers.

- (i) While receiving goods and materials from a supplier, the officer-in-charge of stores should refer to the relevant contract terms and follow the prescribed procedure for receiving the materials.
- (ii) All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage or deficiency in the materials. Technical inspection where required should be carried out at this stage by Technical Inspector or Agency approved for the purpose. An appropriate receipt, in terms of the relevant contract provisions may also be given to the supplier on receiving the materials.
- (iii) Details of the material so received should thereafter be entered in the appropriate stock register, preferably in an IT-based system. The officer-in-charge of stores should certify that he has actually received the material and recorded it in the appropriate stock registers.

Rule 209 Receipt/issue of goods and materials from internal divisions of the same organisation.

- (i) The indenting officer requiring goods and materials from internal division(s) of the same organisation should project an indent in the prescribed form for this purpose. While receiving the supply against the indent, the indenting officer shall examine, count, measure or weigh the materials as the case may be, to ensure that the quantities are correct, the quality is in line with the required specifications and there is no damage or deficiency in the materials. An appropriate

receipt shall also be given to this effect by the indenting officer to the division sending the materials.

- (ii) In the case of issue of materials from stock for departmental use, manufacture, sale, etc., the Officer-in-charge of the stores shall see that an appropriate indent, in the prescribed form has been projected by the indenting officer. A written/online acknowledgement of receipt of material issued shall be obtained from the indenting officer or his authorised representative at the time of issue of materials.
- (iii) In case of materials issued to a contractor, the cost of which is recoverable from the contractor, all relevant particulars, including the recovery rates and the total value chargeable to the contractor should be got acknowledged from the contractor duly signed and dated.
- (iv) If the Officer-in-charge of the stores is unable to comply with the indent in full, he should make the supply to the extent available and make suitable entry to this effect in the indenter's copy of the indent. In case alternative materials are available in lieu of the indented materials, a suitable indication to this effect may be made in the document.

Rule 210 Custody of goods and materials. The officer-in-charge of stores having custody of goods and materials, especially valuable and/or combustible articles, shall take appropriate steps for arranging their safe custody, proper storage accommodation, including arrangements for maintaining required temperature, dust free environment etc.

Rule 211 Lists and Accounts.

- (i) The Officer-in-charge of stores shall maintain suitable item-wise lists and accounts and prepare accurate returns in respect of the goods and materials in his charge making it possible at any point of time to check the actual balances with the book balances.

The form of the stock accounts mentioned above shall be determined with reference to the nature of the



goods and materials, the frequency of the transactions and the special requirements of the concerned Ministries/Departments.

- (ii) Separate accounts shall be kept for
 - (a) Fixed Assets such as plant, machinery, equipment, furniture, fixtures etc. in the Form GFR-22.
 - (b) Consumables such as office stationery, chemicals, maintenance spare parts etc. in the Form GFR-23.
 - (c) Library books in the Form GFR 18
 - (d) Assets of historical/artistic value held by museum/government departments in the Form GFR-24.

Note: These forms can be supplemented with additional details by Ministries/Departments as required.

Rule 212 Hiring out of Fixed Assets. When a fixed asset is hired to local bodies, contractors or others, proper record should be kept of the assets and the hire and other charges as determined under rules prescribed by the competent authority, should be recovered regularly. Calculation of the charges to be recovered from the local bodies, contractors and others as above should be based on the historical cost.

Rule 213 (1) Physical verification of Fixed Assets. The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

Rule 213 (2) Verification of Consumables: A physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.

Rule 213 (3) Procedure for verification :

- (i) Verification shall always be made in the presence of the officer, responsible for the custody of the inventory being verified.
- (ii) A certificate of verification along with the findings shall be recorded in the stock register.

- (iii) Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with provision given in Rule 33 to 38.

Rule 214 Buffer Stock. Depending on the frequency of requirement and quantity thereof as well as the pattern of supply of a consumable material, optimum buffer stock should be determined by the competent authority.

Note: As the inventory carrying cost is an expenditure that does not add value to the material being stocked, a material remaining in stock for over a year shall generally be considered surplus, unless adequate reasons to treat it otherwise exist. The items so declared surplus may be dealt as per the procedure laid down under Rule 217.

Rule 215 Physical verification of Library books.

- (i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.
- (ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

Rule 216 Transfer of charge of goods, materials etc. In case of transfer of Officer-in-charge of the goods, materials etc., the transferred officer shall see that the goods or material



FORM GFR - 22

[See Rule211 (ii) (a)]

REGISTER OF FIXED ASSETS

Name and description of the Fixed Assets

[illegible]

NOTE : The items of similar nature but having significant distinctive features (e.g. study table, office table, computer table, etc.) should be accounted for separately in stock.

Rule 213(1) of GFR 2017
PROFORMA-A

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-29.

ASSETS VERIFICATION REPORT FOR THE YEAR 2020-21

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

- | | | | |
|--------|-----------------------|---|---------------------------|
| xxi. | Plant & Machinery | } | |
| xxii. | Furniture & Fixture | } | |
| xxiii. | Office Equipments | } | As per enclosed annexure. |
| xxiv. | Electrical Equipments | } | |
| xxv. | Computer Peripherals | } | |

3. Intangible Assets

- v. 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 2020-21

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 ?
VII) If so date from which it is lying idle
VIII) 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
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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 upto 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