



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

CENTRAL STORES AND PURCHASE SECTION

Ref. No: S&P/IITK/2015-16/01

Dated: March 01, 2016

To,
All Head of Departments / Sections / IDPs / Centres / Labs
IIT KANPUR

**Sub. : Physical Stock Verification of Stores of Departments / IDPs /
Centre / Sections / Labs for the Financial Year 2015-16**

Under the provisions of financial rules and Purchase Manual, para 14.7 & 14.8, it is mandatory to conduct the physical stock verification of all stores/items of all the Departments / IDPs / Centre / Labs / Sections at least once in every year. The verification for the year 2015-16 is now due and must be completed latest by **April 14, 2016**. The report of the same should be submitted to the undersigned in original on the specified format (Annexure – I).

During physical verification, the stores which are considered obsolete / unserviceable, should be so declared on form GFR-17 (copy may be downloaded from <http://www.iitk.ac.in/centralstores/>) and submitted to the undersigned in original duly signed by the committee members comprising of HOD, one DR or equivalent, representative of Central Store, representative of Internal Audit & one Technical Expert (for examining the items) & approved by the Director.

The head of the departments / sections / IDPs / Centres / Labs is requested to accord priority to this work & send the desired report at the earliest.

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01/3/16
Sharif
DR (S&P)
Amadh

Copy to:

1. Dy. Director
2. All Heads of Deptts. /IDPs. / Centre /Sections
3. All Déans
4. Registrar

Encl. : A/a.

