

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.

Sharif DR (S&P)

Copy to:

1. Dv. Director

- 2. All Heads of Deptts. /IDPs. / Centre /Sections
- 3. All Deans
- 4. Registrar

Encl.: A/a.

Annexure :I

REPORT OF PHYSICAL VERIFICATION OF STORES FOR THE YEAR _____

SI No.	Name & Description of items	As per stock ledger			Physically	Excess	Shortage	Remarks
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