



**Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu**

Memorandum

Sub: Physical Verification of Stores of SKUAST-Jammu for the year 2017-18.

Physical Verification of Stores of SKUAST-Jammu for the year 2017-18 shall be conducted by the Physical Verification Team comprising the members shown in **Annexure-'A'** with immediate effect.

The following instructions are to be followed in letter and spirit by various Physical Verification Teams while conducting physical verification of stores. The instructions to be followed are very well defined as under:

1. All the concerned Head of the Divisions/Units shall ensure that the maintenance of stores, stock books and other connected records are up to date i.e. 31-03-2018 as the same are essential pre-requisite for successful store verification as in the absence of the same it will be difficult to compare the book and ground balances and to work out the surpluses or deficiencies, if any.
2. While stock verification is in progress, all receipts / issue transactions in respect of items actually taken up for verification by the Stock Verification Team will remain suspended till the process of verification of such items is completed.
3. The stock books showing the book balance of stores to be verified should not be made available to the Stock Verification Team, but instead a complete set of stores held indicating the S.No. Location & Part No., Nomenclature, etc. of each article duly signed by the concerned store keeper and countersigned by the Head of Division / Unit should be made available to the said Team. The lists so prepared shall be given to the Physical Verification Team in triplicate within three days. These lists will be called as "Stock Verification Sheets" (A specimen of the form of stock verification sheet is enclosed as Annexure "B" page 1 refers).
4. The items of the stores should be physically verified by the Physical Verification Team in the presence of the concerned Storekeeper/Officers by actual count, weightment or measurement as the case may be and the results of verification be recorded in the stock verification sheet. The stock verification sheet which will be signed by all the members of the Physical Verification Team as well as by the concerned storekeepers/Officer-in-charge stores in token of their acceptance of the ground balances record therein.
5. Overwriting or erasing of figures of ground balances in the stock verification sheet is strictly prohibited. If correction is necessary, the original figure will be scored out and correct figure written and attested by the Physical Verification Team. When the verification is completed, two copies of the stock verification sheet should be forwarded by the Physical Verification Team to the I/c Officer/Storekeeper who should enter Stock Register book balances.