

Phone No:- 0191-2546697 (J)

0194-2493309 (S)

Website: jksmg.gov.in



Fax: 0191-2565105(J)

0194-2490473(S)

E-mail: dirmsmg@gmail.com

GOVERNMENT OF JAMMU AND KASHMIR

Directorate of State Motor Garages Department

Bemina Bypass Srinagar / New Plot Jammu

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Subject:-Physical Verification of Stores / Stocks for the Year 2024-25.

O R D E R No. 208-DSMG of 2025

D A T E D:- 07 / 04 / 2025

It is hereby ordered that the physical verification for the year **2024-25** of stocks lying in various stores of the State Motor Garages Department located in Kashmir Province and Jammu Province shall be conducted by a team of officials comprising the following from the dates shown against each:-

S. No.	Name of the Officer/Official	Designation	Jammu Division	Kashmir Division
1.	Mohd Asif Wani	Works Manager	11-04-2025 to 20-05-2025	23-05-2025 to 28-06-2025
2.	Jagpreet Singh	Foreman		
3.	Shaffat Ahmad Gilkar	Mechanic		
4.	Tahir Ahmad Dar	Multitasking Staff		

The committee shall conclude the Physical Verification of stores strictly within stipulated time. No further extension in time will be given. The verification will be conducted as per the procedure and instructions laid down in Rule-213 of General Financial Rules, 2017. The members will ensure that the stock verification is done with reference to the entries posted in the stock ledgers as on the day of conducting Physical Verification.

In making the Physical Verification of Stores, the following instructions must invariably be observed:-

1. Verifications must always be conducted in the presence of Government Servant responsible for the custody of the stores or his nominated responsible official.
2. All discrepancies noticed must be properly investigated on spot and brought to account immediately so that the Store Keeper may represent the true state of the stores. This should be done on the spot before finalizing discrepancies.
3. Shortages and damages as well must be reported immediately to the authority competent to write off the loss.
4. The Stores will be closed for all issue and receipts on the evening and the store room will be double locked with one key with the members and other with store keeper concerned.
5. In addition to spares, store verification of machinery & equipments, tools, oils, dead stock and stationery items shall also be conducted.

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(Handwritten signature and date 07/04)

6. Over writing or erasing of figures of ground balance in the stock sheet will not be permitted. If corrections are necessary, the original figures will be scored out and correct figures written and attested by the committee.
7. While stock verification is in progress, all receipts / issue transactions in receipt of items actually taken up for verification by the committee will remain suspended while the process of counting of such items is completed.

The information must be recorded on verification sheets by all members entrusted with the job of physical verification of the stores, under the overall supervision of Deputy Director, State Motor Garages Department Kashmir/Jammu. The Deputy Director, shall ensure that the assigned job is completed within the stipulated time period as mentioned above.

It is further ordered that shortages and damages detected in the stores during the course of physical verification shall be priced on the inventory sheets by the verification team on the spot, based on their book values. The details must be submitted to the Direction Office within two days from the date of completion of the verification of such stores, through the concerned Deputy Director, for taking further necessary action.

Further, the physical verification Committee shall identify & document the details of unserviceable & obsolete supplies, & ensure they are properly packed in boxes. These details shall be submitted to the concerned Deputy Director for surveying by constituted Committee. Furthermore, the inspection Committee shall also record the book value of each obsolete item individually, & shall invariably reflect this value alongside the respective item entry.

The action taken during the course of physical verification shall be submitted to this Directorate on weekly basis through the concerned Deputy Director.

Any deviation in this regard shall be viewed seriously.

(Malik Tahir Gani)

Director

No. RCD-111/ 117-22 /DSMG

Dated:- 07 / 04 / 2025

Copy to the:-

1. Secretary to Govt., Transport Department, Civil Secretariat, J&K for kind information.
2. Deputy Director, SMG, Kashmir / Jammu for information and necessary action.
3. Incharge Website, SMGD, J&K Srinagar for information and necessary action.
4. All concerned for compliance. **The physical verification team shall also facilitate the handover / takeover of store keepers of Regional Stores SMG Jammu / Kashmir (under transfer) in pursuance to this Directorate's Orders issued under endorsement bearing No. RCD-89/104-09/DSMG dated 07-04-2025 and RCD-89/110-115/DSMG dated 07-04-2025.**
5. Order Book / File.