

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 2021-22.**O R D E R No. 286-DSMG of 2022.****D A T E D:- 15.04.2022.**

It is hereby ordered that the physical verification for the year **2021-22** 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	Kashmir Division	Jammu Division
1.	Qazi Naveed Faiz	Stores Officer	18.04.2022	09.05.2022
2.	Kaiser Sidiq Banday	Head Assistant	to	to
3.	Manzoor Ahmad Mir	Mechanic	07.05.2022	28.05.2022

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.

