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GOVERNMENT OF JAMMU AND KASHMIR

Directorate of State Motor Garages Department

Bemina Bypass Srinagar / New Plot Jammu

Subject:- Physical Verification of Stores / Stocks for the Year 2022-23.

O R D E R No. 195-DSMG of 2023.
D A T E D:- 11.04.2023.

It is hereby ordered that the physical verification for the year **2022-23** 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 | Works Manager | 13.04.2023 to 02.05.2023 | 04.05.2023 to 23.05.2023 |
| 2. | Tariq Ahmad Sheikh | Foreman | | |
| 3. | Basharat Ahmad Siraj | Mechanic | | |
| 4. | Sajad Hamid Dar | Senior Assistant | | |

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.
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 prepared on verification sheet by all members entrusted with the job of physical verification of the stores. The Deputy Director, State Motor Garages Department Kashmir/Jammu will conduct a visit in the jurisdictions of each other once during the course of physical verification for supervising over the working of the verification team and ensure completion of assigned job within the stipulated period as mentioned above.

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

Any deviation in this regard shall be viewed seriously.

(Malik Tahir Gani)
Director,

State Motor Garages Department,
J & K, Srinagar.

No. RCD-111/ 220-25 /DSMG

Dated:- 11/04/2023.

Copy to the:-

1. Secretary to Government, Transport Department, J&K Jammu for favour of kind information.
2. Deputy Director, State Motor Garages Department, Kashmir / Jammu for information and necessary action.
3. Incharge Website, State Motor Garages Department, J&K Srinagar for information and necessary action.
4. All concerned for compliance.
5. O. B. File.