

भारतीय मानक ब्यूरो/Bureau of Indian Standards
(प्रशासन विभाग/Administration Department)

परिपत्र/Circular

Subject: Annual Physical Verification of Assets of BIS at HQs for the Year 2022-2023.

This has reference to the Annual Physical Verification of Assets of all Departments at BIS HQ for the year ending 31st March 2023 as per the GFR 2017, Rule- 213.

2. In this context, the Competent Authority has approved the following members for Annual Physical Verification of Assets and Consumable items for the year 2022-2023 at BIS HQs:

Team (A) - Verification of Assets

HoD at HQs may be requested to constitute atleast Three Members, in House committee, for verification of assets in their department/section as per prescribed formats i.e. Annexure 1 & Annexure 2 and to submit their report to Administration Department.

Team (B) - For Consumables Items

Sl No.	Members	Team Leader
(i)	Sh. Anupam Sharma, SO (Library)	AD (A&F) & WO of Administration Department
(ii)	Shri Yuvraj Singh, SO(Disposal)	
(iii)	Sh. R.S. Negi, SO (Finance)	
(iv)	Sh. Suresh Minj, SO (Issue)	

Note: Two helpers for assisting the work.

Team (C)- For Physical Verification of Assets of Meeting Room (s) at Manak Bhavan and Manakalaya – Annexure 3

Sl No.	Members	Team Leader
(i)	Smt. Archana Bansal, SO(GSD)	AD (A&F) & WO of Administration Department
(ii)	Smt. Geeta Rani, SO (Finance)	
(iii)	Sh. Suresh Minj, SO (Issue)	
(iv)	Sh. Jai Prakash, JSA (Disposal)	

Note: Two helpers for assisting the work.

Team (D) - For Assets lying in Basement of Manak Bhavan and Manakalaya

Sl No.	Members	Team Leader
(i)	Shri Yuvraj Singh, SO(Disposal)	AD (A&F) & WO of Administration Department
(ii)	Sh. Manoj Kumar, SO (Finance)	
(iii)	Sh. Rakesh, Sr. Tech. (Maintenance Cell), GSD	
(iv)	Sh. Jai Prakash, JSA (Disposal)	

Note: Two helpers for assisting the work.

Team (E) - For verification of items in Store of Maintenance Cell, GSD

Sl No.	Members	Team Leader
(i)	Shri Shrikant, SO (GSD)	AD (A&F) & WO of Administration Department
(ii)	Sh. Manoj Kumar, SO (Finance)	
(iii)	Sh. Rakesh, SO (Maintenance Cell)	
(iv)	Sh. Rakesh, Master Tech. (Maintenance Cell), GSD	

Note: Two helpers for assisting the work.

Team (F) - For Compilation of Report received from all departments/sections regarding Assets

Sl No.	Members	Team Leader
(i)	Shri Jai Pal Singh, SO(GSD)	AD (A&F) & WO of Administration Department
(ii)	Shri Yuvraj Singh, SO(Disposal)	
(iii)	Sh. R.S. Negi, SO (Finance)	
(iv)	Sh. Suresh Minj, SO (Issue)	

Note: Two helpers for assisting the work.

3. The above Committee, have to submit their report (s) as per prescribed format for physical verification of Assets and Consumable items. The process will be carried out from 24 March 2023 to 31 March 2023 and same may be submitted to Team Leader.

4. The above Committees have to submit their report(s) to DRA by 31 March 2023 and thereafter, the same report would be submitted to the Director (Accounts) for annual closing records.

5. In this connection, it is inform to all Departments/ Sections at BIS HQs that Stationery Store will remain closed for undertaking an Annual stock from 24 March 2023 to 10 April 2023.


6. During this period, indents for issue of store items will not be entertained. All the Departments/ Sections are therefore, requested to plan their store's requirement and get items issued before 23 March 2022.

7. HoDs of all concerned committee members as mentioned above are requested to spare their employee(s) for performing their assigned tasks in addition to their duties.

8. In view of above, all BIS officials at BIS HQs are requested to kindly co-operate the above committee members for smooth functioning of verifications of Assets and Consumable items.

9. This issues with the approval of Competent Authority.

Encl: as above


(संदीप मीना)
निदेशक (प्रशासन)

संदर्भ : प्रशासन/निपटान/4:26
Ref: ADMN/DISPOSAL/4:26

बीआईएस इंटरनेट के माध्यम से सभी क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी. एस., मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित।

HoDs and Above Secretariat**Statement of Physical Verification of Assets for the Year 2022-23 as per the GFR Rule- 213.**

Name of Department

Sl. No.	Items	Quantity as per Physical Verification.	Quantity as per stock register.	Deviation if any with justification.
1.	DG/ADG/DDG Main Desk Furniture Suit (Workstation)			
2.	DG/ADG/DDG Main chair			
3.	Corner table			
4.	HOD Executive table			
5.	Officers Revolving Chair			
6.	Chambers High End office Suit			
7.	Chambers Meeting table			
8.	Storage Credenzas			
9.	Visitors Chair			
10.	Sofa 1 seater			
11.	Sofa 2 seater			
12.	Sofa 3 seater			
13.	Centre table			
14.	Computer			
15.	Laptop			
16.	Web camera			
17.	Dongle			
18.	Mobile			
19.	Head phone			
20.	Printer			
21.	Intercom			
22.	Landline			
23.	Dustbin (Steel)			
24.	Wall bracket Fan			
25.	Air Conditioner (Split/Window)			
26.	Table for scanner and system			
27.	Television			
28.	Air Purifier			
29.	Fridge/Refrigerator			
30.	Hot case/Microwave			
31.	Oil/Room Heater			
32.	Others items			
33.				
34.				
35.				
36.				

I/We all jointly certified that all the items have been verified, physically & counted as per the provisions of GFR. Accordingly, report has been prepared and submitted.

Section Officer/PS

Head of the Department

DRA

Statement of Physical Verification of Assets for the Year 2022-23 as per the GFR Rule-213.

Name of Department

Sl. No.	Items	Quantity as per Physical Verification	Quantity as per stock register	Deviation if any with justification
1.	Officer's Modular workstations (Manager)			
2.	Officers Revolving Chair			
3.	Visitors Chair			
4.	SO/PS & staff Modular work station (Penta)			
5.	Table for scanner and system			
6.	Modular Workstations for registration staff/contractual staff (Recta)			
7.	Staff chairs/visitors Revolving chair			
8.	Computer			
9.	Laptop			
10.	Web camera			
11.	Head phone			
12.	Dongal			
13.	Printer			
14.	Intercom			
15.	GSM Landline			
16.	Landline			
17.	Dustbin (Steel)			
18.	Wall bracket Fan			
19.	Air Conditioner (Split/Window)			
20.	Storage Credenzas			
21.	Scanner			
22.	Photocopier			
23.	Hard disk (1TB/2TB/5TB)			
24.	Compactor 2 bay 5 Twin Mobile			
25.	Compactor 3 bay 4 Twin Mobile			
26.	Compactor 2 bay 4 Twin Mobile			
27.	Compactor 3 bay 5 Twin Mobile			
28.	Compactor 1bay 1 Twin Mobile			
29.	Compactor 4 bay 5 Twin Mobile			
30.	Compactor 1bay 2 Twin Mobile			
31.	Compactor 1 bay 5 Twin Mobile			
32.	Others			
33.				
34.				

I/We all jointly certified that all the items have been verified, physically & counted as per the provisions of GFR. Accordingly, report has been prepared and submitted.

Section Officer/PS

Head of the Department

DRA

	Anushilan			
	Chairs			
	Table			
	Dias			
	TV Big panel			
	TV			
	Wall bracket Fan			
	Mic			
	Carpet			
	Others			
	Chintan			
	Chairs			
	Table			
	Dias			
	TV Big panel			
	TV			
	Wall bracket Fan			
	Mic			
	Carpet			
	Others			
	Mimaansa			
	Chairs			
	Table			
	Dias			
	TV Big panel			
	TV			
	Wall bracket Fan			
	Mic			
	Carpet			
	Others			
	Sameeksha			
	Chairs			
	Table			
	Dias			
	TV Big panel			
	TV			
	Wall bracket Fan			
	Mic			
	Carpet			
	Others			

	Sammati			
	Chairs			
	Table			
	Dias			
	TV Big panel			
	TV			
	Wall bracket Fan			
	Mic			
	Carpet			
	Others			
	Mantrnaa			
	Chairs			
	Table			
	Dias			
	TV Big panel			
	TV			
	Wall bracket Fan			
	Mic			
	Carpet			
	Others			
	Saannidhya			
	Chairs			
	Table			
	Dias			
	TV Big panel			
	TV			
	Wall bracket Fan			
	Mic			
	Carpet			
	Others			
	Vaarta			
	Chairs			
	Table			
	Dias			
	TV Big panel			
	TV			
	Wall bracket Fan			
	Mic			
	Carpet			
	Vivechnaa			
	Chairs			
	Table			
	Dias			

	TV Big panel			
	TV			
	Wall bracket Fan			
	Mic			
	Carpet			
	OTHERS			

I/We all jointly confirmed that all the items are physically verified & counted as per the provisions of GFR accordingly report has prepared.

Section Officer/PS

Head of the Department

DRA

Maintenance cell/GSD**Statement of Physical Verification of Assets for the Year 2022-23 as per the GFR Rule- 213.**

Name of Department

Sl. No.	Items	Quantity as per Physical Verification	Quantity as per stock register	Deviation if any with justification
1.	Amplifier			
2.	Metal Detector			
3.	Floor cleaning machine			
4.	Sumbersible pump			
5.	Car			
6.	Exhaust fan			
7.	Water cooler			
8.	Water dispenser			
9.	Aqua guard			
10.	Fire extinguisher			
11.	Speech stand			
12.	Water Tank big			
13.	Water Tank medium			
14.	Water Tank small			
15.	OTHER ITEMS			
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				

I/We all jointly confirmed that all the items are physically verified & counted as per the provisions of GFR accordingly report has prepared.

Section Officer/PS

Head of the Department

DRA

Statement of Physical Verification of Assets for the Year 2022-23 as per the GFR Rule- 213.

Name of Department

Sl. No.	Items	Quantity as per Physical Verification	Quantity as per stock register	Deviation if any with justification
1.	BIS staff quarter Group A			
2.	BIS staff quarters and others			
3.	Solar panel			
4.	Centralize AC			
5.	Fire Fighting system,			
6.	Fire extinguisher			
7.	Other items			
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

I/We all jointly confirmed that all the items are physically verified & counted as per the provisions of GFR accordingly report has prepared.

Section Officer/PS

Head of the Department

DRA

Laptops**Statement of Physical Verification of Assets for the Year 2022-23 as per the GFR Rule - 213.**

Name of - ROs/BOs/Labs/NITS/ & BIS HQs Department

S.NO	Name of officials	Date of receiving laptop	Laptop make	Serial numbers
1.				

I/We all jointly confirmed that all the items are physically verified & counted as per the provisions of GFR accordingly report has prepared.

Signature of employee

Name of Officials

Employee No.....

Designation.....

Head of the Department

DRA