भा.मा.ब्यूरो मुख्या./प्रशा/परिपत्र (18)/2023 BIS HQ/ADMN/Circular (18)/2023

दिनांक: 22 मार्च 2023 Date: 22 March 2023

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.

In this context, the Competent Authority has approved the following members 2. 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

SI No.	Members	Team Leader
(i)	Sh. Anupam Sharma, SO (Library)	1 Carri Leader
(ii)	Shri Yuvraj Singh, SO(Disposal)	AD (A&F) & WO of Administration
(iii)	Sh. R.S. Negi, SO (Finance)	Department
(iv)	Sh. Suresh Minj, SO (Issue)	
Note: Tu	o helpore for popieting the	

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

Members	Team Leader
Smt. Archana Bansal, SO(GSD)	Team Leader
Smt. Geeta Rani, SO (Finance)	AD (A&F) & WO of Administration
Sh. Suresh Mini, SO (Issue)	Department
Sh. Jai Prakash, JSA (Disposal)	
	Smt. Archana Bansal, SO(GSD) Smt. Geeta Rani, SO (Finance) Sh. Suresh Minj, SO (Issue)

Note: Two helpers for assisting the work.

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

SI No.	Members	<u> </u>
		Team Leader
(i)	Shri Yuvraj Singh, SO(Disposal)	AD (A&F) & WO o
(ii)	Sh. Manoj Kumar, SO (Finance)	Administration
(iii)	Sh, Rakesh, Sr. Tech. (Maintenance Cell), GSD	Department
(iv)	Sh. Jai Prakash, JSA (Disposal)	
Note: Tw	o helpers for assisting the work	

Note: Two helpers for assisting the work.

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

SI No.	Members	Team	Leade	r		
(i)	Shri Shrikant, SO (GSD)					
(ii)	Sh.Manoj Kumar, SO (Finance)	AD	(A&F)	&	WO	of
(iii)	Sh. Rakesh, SO (Maintenance Cell)	Admi	nistratio	n D	epartm	ent
(iv)	Sh, Rakesh, Master Tech. (Maintenance Cell), GSD					

Note: Two helpers for assisting the work.

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

SI No.	Members	Team Leader
(i)	Shri Jai Pal Singh, SO(GSD)	
(ii)	Shri Yuvraj Singh, SO(Disposal)	AD (A&F) & WO of Administration
(iii)	Sh. R.S. Negi, SO (Finance)	Department
(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 इंट्रानेट के माध्यम से सभी क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी. एस.,मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित।

HoDs and Above Secretariat

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

Name of	Department	 		
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No. DG/ADG/DDG Main Desk Furniture Suit (Workstation) DG/ADG/DDG Main chair Corner table HOD Executive table Chambers High End office Suit Chambers Heeting table Storage Credenzas Visitors Chair Computer Sofa 2 seater Computer Compute	SI.	Items	Quantity as	Quantity on	Doviction if
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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

Other than HoDs

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

Name of	: Denartment			.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
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SI. 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.				
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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

Meeting Room

Samvaad/Vimarsha/Anushilan/Chintan/Mimaansa/Sameeksha/Sammati/ Mantrnaa /Saannidhya/Vaarta/Vivechnaa

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

Name of Meeting Room/Department

SI.	Items	Ougatit	O	Davids 15
No.	Items	Quantity as	Quantity as	
INO.		per Physical		
1.	Auditorium	Verification	register	justification
2.	Auditorium	-	<u> </u>	
	Chairs			
3.	Table			
4.	Dias			
5.	TV Big panel			
6.	TV			
7.	Wall bracket Fan			
8.	Mic			
9.	Carpet			
10.	OTHER items			
11.				
12.				
13.				
	Samvaad			
	Chairs			
	Table			
	Dias			
	TV Big panel			
	TV			
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	Mic			-
	Carpet			
	Others			
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	Carpet			
	Others			
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Wall bracket Fan			
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TV Big panel TV			
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Wall bracket Fan			
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Carpet			
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TV Big panel			
TV			
Wall bracket Fan			
Mic			
Carpet			
Others			
<u> </u>			
Camaalraha			
Sameeksha			-
Chairs			-
Table			-
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TV Big panel			
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Dias		
TV Big panel		
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Wall bracket Fan		
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Others		
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Chairs	***************************************	
Table		
Dias		
TV Big panel		
TV Big panel TV		
Wall bracket Fan		
Mic		
Carpet		
 Others		
Saannidhya		
Chairs		
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TV Big panel		
TV		
Wall bracket Fan		
Mic		
Carpet		
Others		
Vaarta		
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TV Big panel		
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Wall bracket Fan		
Mic		
Carpet		
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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

Maintenance cell/GSD

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

Name of De	epartment	
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SI. 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.	Exaust 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.				
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22.				
23.				
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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

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

Name	of	Department	
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SI. No.	Items	Quantity as per Physical Verification	
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

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

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