### भा.मा.ब्यूरो मुख्या./प्रशा./परिपत्र (13)/2024 BIS HQ/ADMN/Circular (13)/2024

दिनांक: 11 मार्च 2024 Date: 11 March 2024

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

### परिपत्र/Circular

## Subject: Annual Physical Verification of Fixed Assets and Consumable Items for the year 2023-24 – reg.

This has reference to the Annual Physical Verification of Fixed Assets and Consumable Items for the year 2023-24 of all Departments/Sections/ Cell at BIS HQs for the year ending 31 March 2024 as per the provisions available in GFR, 2017 (Rule 213).

**2.** In this context, the Competent Authority has approved the following Team/officials for Annual Physical Verification of Fixed Assets and Consumable Items for the year 2023-24:

### i) For Departments/Section/Cell at BIS HQs -

| HaDa/010 -1110 1                            |  |
|---|--|
| HoDs/OIC at HQs have to constitute in-House | In-House Committee will automit        |
| Committee (atlacet Three Marie )            | in riodse Committee will supmit        |
| Committee (atleast Three Members) for       | their reports to Administration        |
| verification of assets in their             | Described to Administration            |
| demodation of descens in their              | Department thereafter Team A and       |
| department/section/cell as per prescribed   | B will verified received report of -!  |
| formato i a Annauma d a A                   | p will retilied received tebott of all |
| formats i.e. Annexure 1 & Annexure 2        | department/cell/section.               |
|   | Tarparariorio dell'occitori.           |

# Team A – Verification of Reports received from departments/sections at Manak Bhavan may be compiled/ verified by the following committee:

| SI. No. | Nominated Members/officials                | Team Leader          |
|---------|--|----------------------|
| (i)     | Ch Name to Ol Control                      | Sh. Mahesh Kumar.    |
| (ii)    | Ch III- I III I III-                       | AD (A&F), Admn.)     |
| (iii)   | Sh. Deepak Kumar Verma, JTO (Hindi Deptt.) | / (/ (ar ), / (arm.) |
| (iv)    | Smt. Chanchal, SSA (Admn. Deptt.)          |                      |

# Team B - Verification of Reports received from departments/sections at Mananakalaya may be compiled/ verified by the following committee:

| SI. No. | Nominated Members/officials           | Team Leader           |
|---------|---------------------------------------|-----------------------|
| (i)     | Sh. Gajender Kumar Mangla, AD (LPPD)  | Ms. Poonam Kumari, AD |
| (ii)    | Sh. Yuvraj Chauhan, SO (Issue)        | (Admn)                |
| (iii)   | Sh. Hemant Sharma, JTO (Hindi Deptt.) | - (× (a) (i)          |
| (iv)    | Sh. Gajay Singh, SSA (Store)          | -                     |

### Team C – For Consumables Items

| SI. No. | Nominated Members/officials        | Team Leader               |
|---------|------------------------------------|---------------------------|
| (i)     | Sh. Yuvraj Chauhan, SO (Issue)     | Sh. Mahesh Kumar,         |
| (ii)    | Sh. R.S. Negi, SO (Finance Deptt.) | AD (A&F), Admn.)          |
| (iii)   | Sh. Avtar Singh, SO (MSCD)         | / (x (x (x ), x (d) (ii)) |
| (iv)    | Sh. Gajay Singh, SSA (Store)       |                           |

## <u>Team D – For Physical Verification of Meeting Room(s) at Manak Bhavan and Manakalaya (Annexure 3)</u>

| SI. No. | Nominated Members/officials         | Team Leader           |
|---------|-------------------------------------|-----------------------|
| (i)     | Sh. Shiv Kumar, SO (PMWD)           | Ms. Poonam Kumari, AD |
| (ii)    | Smt. Geeta Rani, SO (Finance)       | (Admn)                |
| (iii)   | Sh. Rakesh, SO (Maintenance Cell)   | ()                    |
| (iv)    | Sh. Jai Prakash, JSA (Admn. Deptt.) |                       |

## Team E - For Fixed Assets lying in Basement of Manak Bhavan and Manakalaya

| SI. No. | Nominated Members/officials          | Team Leader         |
|---------|--------------------------------------|---------------------|
| (i)     | Sh. Naresh Sharma, SO (Legal Deptt.) | Sh. Mahesh Kumar,   |
| (ii)    | 01 01 1 14                           | AD (A&F), (Admn.)   |
| (iii)   | Sh. Ravi Kumar Sharma, SO (Accounts) | ( tall ), ( tall ), |
| (iv)    | Sh. Jai Prakash, JSA (Admn. Deptt)   |                     |

## <u>Team F – For verification of items in Store of Maintenance Cell/PMWD (Annexure 4)</u>

| SI. No. | Nominated Members/officials            | Team Leader           |
|---------|--|-----------------------|
| (i)     | Sh. Rakesh, SO (Maintenance Cell)      | Ms. Poonam Kumari, AD |
| (ii)    | Sh. Naresh Kumar, SO (Estt. Deptt)     | (Admn)                |
|         | Sh. Rakesh Kumar, Technician (M. Cell) | (                     |
|         | Sh. Jai Prakash, JSA (Admn. Deptt)     |                       |

# <u>Team G – For verification of items in Canteen, Homeopathy Consultant/Doctor</u> Room, Cafeteria, Physiotherapy Room, Club Room, Ladies Common Room, NCH Rooms:

| Sl. No. | Nominated Members/officials        | Team Leader           |
|---------|------------------------------------|-----------------------|
| (i)     | Sh. Jai Pal, SO (GSD)              | Ms. Poonam Kumari, AD |
| (ii)    | Sh. Naresh Kumar, SO (Estt. Deptt) | (Admn)                |
| (iii)   | Sh. Jai Prakash, JSA (Admn. Deptt) | (* 13.11.1)           |
| (iv)    | Sh. Ravinder Kumar, Sr. MTS        |                       |

# <u>Team H – For verification of items in Solar Panel, Generator Room, BIS Flats, House Keeping, Security, Gardening, Receptions etc. (Annexure 5)</u>

| SI. No. | Nominated Members/officials | Team Leader           |
|---------|-----------------------------|-----------------------|
| (i)     | Sh. Kapoor Singh, SO (GSD)  | Sh. Mahesh Kumar.     |
| (ii)    | Sh. Shiv Kumar, SO (PMWD)   | AD (A&F), (Admn.)     |
| (iii)   | Sh. Gokul, SO (CMD-3)       | ( ( ( ), ( ( ( ), ( ) |

| (iv) | Sh. Ravinder Kumar, Sr. MTS |  |
|------|-----------------------------|--|
|      |                             |  |

# Team I - For Compilation/Verification of Report received from team A to H from all departments/ sections regarding Assets/Consumables items:

| SI. No. | Nominated Members/officials        | Toom London                     |
|---------|------------------------------------|---------------------------------|
| (i)     | Sh. Anupam Sharma, AD (GSD)        | Team Leader  Ms. Poonam Kumari, |
| (ii)    | Sh. Mahesh Kumar, AD (Admn.)       | AD (Admn)                       |
| (iii)   | Sh. R.S. Negi, SO (Finance Deptt.) | , is (riailii)                  |
| (iv)    | Sh. Yuvraj Chauhan, SO (Issue)     |                                 |

- 4. The above Committees shall submit their reports as per enclosed Proforma for physical verification of assets and consumable items and same may be submitted to Team Leader.
- **5.** The Final report of physical verification 2023-24, Team- I have to submit the report by 31 March 2024 to DRA along with their recommendation and thereafter, the same report would be submitted to the Director (Accounts) through proper channel for Annual Closing Records.
- 6. In this connection, it is inform to all Departments/Sections/Cell at BIS HQs that Store Section for Stationery items will remain closed for undertaking an Annual Stock from 18 March 2024 to 10 April 2024.
- 7. During this period, indents for issue of Store items will not be entertained. All the Departments/Sections are therefore, requested to plan their day to day requirement and get items issued before 18 March 2024 from store.
- 8. HoDs of all concerned officials Committee Members are requested to spare their employee(s)/official for performing their assigned tasks in addition to their duties.
- 9. In view of above, all BIS officials at BIS HQs are requested to kindly co-operate with the above committee members for smooth verifications of Assets and Consumable Items.
- This issues with the approval of Competent Authority.

Encl; as above

(Sandeep Meena) Director (Administration)

Our Ref: ADMN/Disposal/4:26

Circulated to: all employees including contractual staff of departments/sections/cell at BIS HQs for information and compliance, please.

### HoDs and above Secretariat

Statement of physical Verification of Assets for the Year 2023-24 as per the GFR Rule -213.

| Name of | Department |
|---------|------------|
|---------|------------|

| SI. | Items                          | Quantity as per       | Quantity as per    | Deviation if any   |
|-----|--------------------------------|-----------------------|--------------------|--------------------|
| No. |                                | Physical Verification | Stock Register     | with justification |
| 1.  | DG/ADG/DDG Main Desk           |                       | - to or i regiotei | with justilication |
|     | 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/ USB Speaker        |                       |                    |                    |
| 20. | Printer                        |                       |                    |                    |
| 21. | Intercom                       |                       |                    |                    |
| 22. | Landline                       |                       |                    |                    |
| 23. | Dustbin (Steel/ Plastic)       |                       |                    |                    |
| 24. | Wall Bracket Fan               |                       |                    |                    |
| 25. | Air Conditioner (Split/Window) |                       |                    |                    |
| 26. | Table for scanner/printer and  |                       |                    |                    |
|     | system                         |                       |                    |                    |
| 27. | Television                     |                       |                    |                    |
| 28. | Air Purifier                   |                       |                    |                    |
| 29. | Fridge/ Refrigerator           |                       |                    |                    |
| 30. | Hot Case/Micro Wave            |                       |                    |                    |
| 31. | Oil/ Room Heater               |                       |                    |                    |
| 32. | Other items                    |                       |                    |                    |
| 33. |                                |                       |                    |                    |

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/P.S./P.A.

Head of Department
DRA
Committee/Team Member

### Other than HoDs

Statement of physical Verification of Assets for the Year 2023-24 as per the GFR Rule -213.

| Name of Department | Name of Department_ |  |  |
|--------------------|---------------------|--|--|
|--------------------|---------------------|--|--|

| SI. No. | Items  | Quantity as per<br>Physical Verification | Quantity as per | Deviation if any   |
|---------|--|--|-----------------|--------------------|
| 1.      | Officer's Modular workstations               | 1 Hysical Verillication                  | Stock Register  | with justification |
|         | (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 (1TBi2TB/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                                       |  |                 |                    |

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/P.S./P.A.

Head of Department
DRA
Committee/Team Member

Statement of physical Verification of Assets for the Year 2023-24 as per the GFR Rule -213.

<u>Meeting Room</u>: Samvaad/Vimarsha/Anushilan/Chintan/Mimaansa/Sameeksha/Sammati/ Mantrnaa/Saannidhya/Vaarta/Vivechnaa

| SI.<br>No. | Items            | Quantity as per<br>Physical<br>Verification | Quantity as per<br>Stock Register | Deviation if any with justification     |
|------------|------------------|---|-----------------------------------|---|
| 1.         | Auditorium       |   |                                   |   |
| 2.         | Chairs           |   |                                   |   |
| 3.         | Table            |   |                                   |   |
| 4.         | Dias             |   |                                   |   |
| 5.         | I V Big panel    |   |                                   |   |
| 6.         | TV               |   |                                   |   |
| 7.         | Wall bracket Fan |   |                                   |   |
| 8.         | Mic              |   |                                   | *************************************** |
| 9.         | Carpet           |   |                                   |   |
| 10.        | OTHER items      |   |                                   |   |
|            |                  |   |                                   | _                                       |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   | _                                 |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   |                                   |   |
|            |                  | _   |                                   |   |
|            |                  |   |                                   |   |
|            |                  |   | _                                 |   |

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.

Committee Members

DRA

Committee/Team Member

### Annexure-4

## Maintenance Cell/GSD/PMWD/Security/Gardening etc.

Statement of physical Verification of Assets for the Year 2023-24 as per the GFR Rule -213.

Name of Department\_\_\_\_\_

| SI.<br>No. | Items                  | Quantity as per<br>Physical<br>Verification | Quantity as per<br>Stock Register | Deviation if any with justification |
|------------|------------------------|---|-----------------------------------|-------------------------------------|
| 1.         | Amplifier              |   |                                   |                                     |
| 2.         | Metal Detector         |   |                                   |                                     |
| 3.         | Floor cleaning machine |   |                                   |                                     |
| 4.         | Submersible 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       |   |                                   |                                     |
| 5.         | OTHER ITEMS            |   |                                   |                                     |
|            |                        |   |                                   |                                     |
|            |                        |   |                                   |                                     |
|            |                        |   |                                   |                                     |
| _          |                        |   |                                   |                                     |
|            |                        |   |                                   |                                     |
| _          |                        |   |                                   |                                     |
| -          |                        |   |                                   |                                     |
|            | ,                      |   |                                   |                                     |
|            |                        |   |                                   |                                     |
|            |                        |   |                                   |                                     |
| -          |                        |   |                                   |                                     |
| _          |                        |   | _                                 |                                     |
| _          |                        |   |                                   |                                     |
|            |                        |   |                                   |                                     |
|            |                        |   |                                   |                                     |

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.

Committee Members

DRA

Committee/Team Member

#### Annexure-5

### Maintenance Cell/GSD/PMWD

## Statement of physical Verification of Assets for the Year 2023-24 as per the GFR Rule -213.

| Name of Department |  |
|--------------------|--|
|--------------------|--|

| SI.<br>No. | Items  | Quantity as per       | Quantity as per | Deviation if any   |
|------------|--|-----------------------|-----------------|--------------------|
| 1.         | DIC stoff growth a C                         | Physical Verification | Stock Register  | with justification |
| 2.         | BIS staff quarter Group A                    |                       |                 |                    |
| 3.         | BIS staff quarters and others<br>Solar panel |                       |                 |                    |
| 4.         | Centralize AC                                |                       |                 |                    |
| 5.         | Centralize AC                                |                       |                 |                    |
| 6.         | Fire Fighting system,                        |                       |                 |                    |
| 7.         | Fire extinguisher Other items                |                       |                 |                    |
| 7.         | Other items                                  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  | _                     |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       |                 |                    |
|            |  |                       | _               |                    |

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.

Committee Members

<u>DRA</u>

Committee/Team Member

Statement of physical Verification of Assets for the Year 2023-24 as per the GFR Rule -213.

| Name of Daniel     |  |
|--------------------|--|
| Name of Department |  |
| or z oparationt_   |  |
|                    |  |

| SI.<br>No. | Items | Quantity as per                             | Quantity as per | Deviation if any   |
|------------|-------|---|-----------------|--------------------|
| NO.        |       | Quantity as per<br>Physical<br>Verification | Stock Register  | with justification |
|            |       | Verification                                |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
| =          |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |
|            |       |   |                 |                    |

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/P.S./P.A.

Head of Department
DRA
Committee/Team Member