

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 –

HoDs/OIC at HQs have to constitute in-House Committee (atleast Three Members) for verification of assets in their department/section/cell as per prescribed formats i.e. Annexure 1 & Annexure 2	In-House Committee will submit their reports to Administration Department thereafter Team A and B will verified received report of all department/cell/section.
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Team A – Verification of Reports received from departments/sections at Manak Bhavan may be compiled/ verified by the following committee:

Sl. No.	Nominated Members/officials	Team Leader
(i)	Sh. Naresh Sharma, SO (Legal Deptt.)	Sh. Mahesh Kumar, AD (A&F), Admn.)
(ii)	Sh. Harsh , Librarian (LSC)	
(iii)	Sh. Deepak Kumar Verma, JTO (Hindi Deptt.)	
(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:

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

Team C – For Consumables Items

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

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

Sl. No.	Nominated Members/officials	Team Leader
(i)	Sh. Shiv Kumar, SO (PMWD)	Ms. Poonam Kumari, AD (Admn)
(ii)	Smt. Geeta Rani, SO (Finance)	
(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

Sl. No.	Nominated Members/officials	Team Leader
(i)	Sh. Naresh Sharma, SO (Legal Deptt.)	Sh. Mahesh Kumar, AD (A&F), (Admn.)
(ii)	Sh. Chandan Kumar, So (Estt. Deptt.)	
(iii)	Sh. Ravi Kumar Sharma, SO (Accounts)	
(iv)	Sh. Jai Prakash, JSA (Admn. Deptt)	

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

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

Team G – For verification of items in Canteen, Homeopathy Consultant/Doctor 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 (Admn)
(ii)	Sh. Naresh Kumar, SO (Estt. Deptt)	
(iii)	Sh. Jai Prakash, JSA (Admn. Deptt)	
(iv)	Sh. Ravinder Kumar, Sr. MTS	

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

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

(iv)	Sh. Ravinder Kumar, Sr. MTS	
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Team I - For Compilation/Verification of Report received from team A to H from all departments/ sections regarding Assets/Consumables items:

Sl. No.	Nominated Members/officials	Team Leader
(i)	Sh. Anupam Sharma, AD (GSD)	Ms. Poonam Kumari, AD (Admn)
(ii)	Sh. Mahesh Kumar, AD (Admn.)	
(iii)	Sh. R.S. Negi, SO (Finance Deptt.)	
(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.
10. 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.

Annexure-I

HoDs and above Secretariat

Statement of physical Verification of Assets for the Year 2023-24 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/ 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.

Head of Department

DRA

Committee/Team Member

Section Officer/P.S./P.A.

Annexure-2**Other than HoDs**

Statement of physical Verification of Assets for the Year 2023-24 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			

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.

Head of Department

DRA

Committee/Team Member

Section Officer/P.S./P.A.

