|  |  |
| --- | --- |
|  | **STORES SECTION**  **NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA**  *(An institution of national importance)*  **KURUKSHETRA – 136 119 (HARYAN)** |

No.SO/NITK/2019 Dated:

**Subject: Annual Physical Verification of the Buildings, Fixed Assets, Inventory, of the Departments/ Sections / Hostels of the Institute for the year 2019-20.**

As per Rule 213, GFR 2017 the physical verification of Fixed Assets and Consumables should be conducted at least once in a year and the outcome of the verification should be recorded in the corresponding register. Discrepancies, if any, should be recorded for appropriate action by the competent authority.

The verification for the year 2019-20 is now due and must be completed during summer vacations. The physical verification report should be submitted to the Stores Section in original on the specified format (Annexure-I) along with the verification certificate (Annexure-II).

During physical verification, the stores which are considered obsolete/ unserviceable, should be so declared on write-off formats (already circulated) and submitted to the Head of Departments/ Sections/ etc. for further necessary action.

The Head of Departments/ Sections/ etc. is requested to accord priority to this and send the desired report at the earliest.

| **Sr. No.** | **Name of Departments /**  **Sections / Hostels** | **Stock Verifications Officers Proposed** |
| --- | --- | --- |
| 1. | Electrical Engineering | Mr. Sandeep Santosh, Asstt. Prof. ECE  Dr. Ashwani, Asstt. Prof. Hum& S.S |
| 2. | Mechanical & Ind. Engineering | Dr. Gourav Saini, Asstt. Prof ECE  Dr. Anurag Gaur, Asstt. Prof. Physics |
| 3. | Civil Engineering | Dr. Sudhanshu Chaudhary Asstt. Prof. ECE  Dr. C. R. Mariappan Asstt. Prof. Physics |
| 4. | Electronics & Comm. Engineering | Dr. Prakash Chand, Asstt. Prof. Physics  Dr. Mantosh Biswas Asstt. Prof. Computer |
| 5. | Computer Engineering & IT | Dr. Satnam Singh, Asstt. Prof. MED  Dr. Ghule Vikas D., Asstt, Prof. Chemistry |

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Departments /**  **Sections / Hostels** | **Stock Verifications Officers Proposed** |
| 6. | Humanities & Physics | Dr. Kriti Bhushan, Asstt. Prof. Computer |
| 7. | Chemistry & Maths | Dr. Santosh Kumar, Asstt, Prof. Computer |
| 8. | Workshop | Dr. Kapil, Asstt. Prof. DCA |
| 9. | Estate/E. Mtc./PH | Dr. Lalit Thakur, Asstt. Prof. MED  Sh. Vikram Singh, Asstt. Prof. Computer |
| 10. | Sports | Dr. Chanderashekara M, Asstt, Prof. MED |
| 11. | Health Centre /Guest House/ Faculty House | Dr. Geeta Sachdeva, Asstt. Prof. Hum& S.S. |
| 12. | Library | Dr. Amilan Jose, Asstt. Prof. Chemistry  Dr. Subodh Ranjan, Prof. CED |
| 13. | T & P Cell, IIIPC , Exam Cell & Exam. Hall | Dr. Bhanu Pratap, Asstt. Prof. EED |
| 14. | CCN | Dr. Shashi Bhushan Singh, Asstt. Prof. EED  Sh. A. K. Prabhakar, Asstt. Prof. CED |
| 15. | MBA & MCA | Dr. H. D. Chalak, Asstt. Prof. CED |
| 16. | Virtual Classroom &  EPABX Exch. | Dr. Pradeep Kumar, Asstt. Prof. EED |
| 17. | Stores/GA/Acs./Acad. | Dr. B.B. Gupta, Asstt. Prof. Computer |
| 18. | Buildings & Land of Institute | Dr. Atma Ram Gupta, Asstt. Prof. EED |
| 19. | Boys Hostels No. 1 & 2 | Dr. T.N. Sasamal, Asst. Prof. ECE  Dr. Rajesh Kumar, Asstt. Prof. MED |
| 20. | Boys Hostels No 3 & 4 | Dr. Ashutosh Nandi, Asstt. Prof. ECE  Dr. Rahul Sharma, Asstt. Prof. EED |
| 21. | Boys Hostels No 5 & 6 ( PG) | Mr. Deheeraj Kumar Sharma, Asstt. Prof. ECE  Dr. Vikas Kumar, Asstt. Prof. MED |
| 22. | Boys Hostels No 7 | Dr. N.K. Tiwari, Associate Prof. CED |
| 23. | Boys Hostels No 8 | DR. M.P.R. Prasad, Asstt. Prof. EED |
| 24. | Boys Hostels No 9 | Dr. Amit Prakash, Asstt. Prof., Math |
| 25. | Mega Boys Hostel No.10 | Dr. J.P Mishra, Asstt. Prof., MED |
| 26. | Boys Hostel No. 11 | Dr. Avijit Kumar Paul, Asstt. Prof. Chemistry |

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name of Departments /**  **Sections / Hostels** | **Stock Verifications Officers Proposed** |
| 27. | Girls Hostel 1 & 2 | Dr. Sarika Jain, Asstt. Prof. DCA |
| 28. | Girls Hostels 3 & 4 | Dr. Sarasvati Yadav, Asstt. Prof. Math |
| 29. | 1.) School of Renewable Energy & Efficiency  2) School of BME | Dr. Shabnam, Asstt. Prof. Hum& S.S. |
| 30. | 1) School of VLSI Design and Embedded System  2) School of Nanotechnology | Ms. Bharati Sinha, Asstt. Prof. Computer |

The above faculty members will conduct physical verification of existing stores and submit the verification report through respective HOD’s to the SPS. The faculty members may be allowed earned leave on the recommendation of the Head of the Department in which the faculty members have been put on stock verification duty.

**Prof. I/C (Stores)**

Encl: Annexure I & Annexure II

Copy to:

1. All concerned through HOD’s
2. All Deans/ HODs/ Coordinators of Schools/ Sections/etc.
3. Chief Wardens (Boys & Girls)
4. Coordinator TEQIP III
5. Health Centre
6. Guest House
7. Institute Library
8. Sr. Secretary to Director for kind information of the Hon’ble Director
9. Sr. Secretary to Registrar for kind information of the Registrar.

**Annexure I**

**PHYSICAL VERIFICATION REPORT FOR THE YEAR 2019-20**

Department/Section :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class of Stores : Non Consumables (NC)/ Consumables (CS)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name & Description of items | As per Stock Ledger | | | | Physically available total Quantity | Excess | Shortage | Remarks |
| Class of Store | Page | Qty. | Cost |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Store Keeper/ Stock Holder** | |  | **Deptt/ Sec./ Office/ Lab I/C** |  | **Physical Verifier(s)** |
|  | |  |  |  |  |
| **Head of Department** |

**Annexure II**

**FIXED ASSETS/ CONSUMABLES VERIFICATION CERTIFICATE**

**FOR THE YEAR 2019-20**

Department/Section :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Physical Verification of this register contain page no. 01 to \_\_.

1. All the items have been physically verified.
2. All items are regularly used by the department.
3. The list of items which are not used for the last 5 years is nil or enclosed, whichever is applicable.
4. All items are in working condition.
5. The list of unserviceable & condemned items is nil or enclosed, whichever is applicable.
6. There is no deficiency found during the verification.

**(Store Keeper/ Stock Holder)**

**(Verification officer)**

**(Head of Department)**

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note:

1. To be pasted on each verified stock register
2. Copy to be forwarded to Stores Section for record please.
3. In case of any loss/ damage/ etc. refer to page 59 of GFR 2017.