

From

The Comptroller,  
CCS HAU, Hisar.

To

All the officers/Controlling Officers of the University  
CCS HAU, Hisar.

Memo. No. CAUH/2024/AI-2/ 1037-61

Dated: 10-4-2024

**Subject: Annual Physical Verification of Stores for the year 2024-25.**

Rule 17.11 (4) of the CCS HAU Account Code Vol. 1 provides as under:

"Heads of Departments/Unit will submit a copy of the Annual Physical Verification Report based on the results of verifications by the Committee to his Controlling Officer by 15<sup>th</sup> May each year with the following certificate:

"Certified that the physical verification of consumable and unconsumable stores has been made by a committee constituted by me. Items of surplus stores have been taken on record. List of shortages, damage, chemicals etc. found unusable due to expiry of their life and unserviceable stores is annexed. Action has been initiated to dispose off obsolete/unserviceable stores and to fix responsibility for the other shortages listed in the annexure."

Controlling Officer shall consolidate the reports regarding Annual Physical Verification of stores of the Departments/Unit under him and send the same to the comptroller by 31<sup>st</sup> May positively. Comptroller is required to report to the Vice-Chancellor about the Compliance of these instructions and outcome of physical verification in June every year.

2. It has been observed that compliance of this Rule is not being made in letter and spirit and consolidated reports are not being sent to this office by the Controlling Officers regarding Annual Physical Verification of Stores of the Departments/Unit under their control by the stipulated date. It is, therefore, requested to look into the matter personally and send the requisite report/certificate mentioned in Para 1 above by 31.05.2024 positively. The committee conducting physical verification of stores should follow the following instructions invariably.

- (a) The original report of the committee should be attached with the certificate of the HOD.
- (b) The committee physically verifying the stores should sign each and every page of the stock Register and should write the quantity found in stock. The HOD should also ensure it.
- (c) The article in the subsidiary Register/Lab. Register should also be checked by the committee. The material should not be issued in bulk. The day to day consumption and breakages should be entered in the Register. The HOD should certify the consumption/breakage in subsidiary register after every three months.
- (d) Verification should always be done in the presence of custodian of stores.

- (e) The Committee should physically verify the stock registers as per Inventory Register as per proforma given below:

Sr. No.	Name of Stock Register	Sr. No. of Inventory Register	Page No. of Inventory Register	Status Closed/ Continuing	Physical Verified Yes/No	Remarks
1	2	3	4	5	6	7

- (i) It is certified that all the registers from Inventory Registers have been entered in Col. No. 5 and verified whether it is closed or continued.
- (ii) It is certified that all the above registers have been physically verified.
- (iii) All the pages of the stock registers are intact.
- (iv) It is certified that all the blank pages of closed stock registers have been diagonally crossed.
- (v) The list of unserviceable physical Verification reports is added, if pending.
- (vi) All the items transferred from DEO/Chief Engineer have been entered in store ledgers and physically verified.
- (vii) The list of unserviceable article/equipments attached.
- (viii) It is certified that subsidiary registers are checked as per labs norms.
- (ix) Total indents issued during the year from (1<sup>st</sup> April till 31<sup>st</sup> March) are from Sr.No.\_\_\_\_ to Sr.No.\_\_\_\_.
- (x) Last indent No. posted in the stock register is \_\_\_\_\_.
- (xi) Any indent if pending from (No. \_\_\_\_\_ No. \_\_\_\_\_).
- (xii) Challan Files Page No. \_\_\_\_\_ to \_\_\_\_\_.
- (xiii) Auction Files Page No. \_\_\_\_\_ to \_\_\_\_\_.

The necessary compliance to the rules/ instructions may be ensured.

  
Comptroller  


CC:

1. Secretary to Vice-Chancellor for kind information to the Worthy Vice-Chancellor.
2. In-Charge Computer section to upload the instruction on the Website.
3. AR (E)/AR (A/C's) O/o comptroller for information.