

Ref No. JRU/20-21/REG/031

Date: 30/12/2020

Circular

Physical Stock/ Assests Verification

Sub: Departmental/ unit wise physical verification of stock report as on 31/12/2020.

As required, the physical stock verification of all the items as on 31/12/2020 is to be conducted by the HODs. In this regard following procedure will be followed.

1. A stock verification committee shall be constituted in each dept./office immediately with the following composition
 - i) Two faculty nominated by the HOD/ office
 - ii) An external member from the sister Dept./office
2. The committee will physically verify all available items with reference to the stock Register.
3. The Committee will also physically verify the items with reference to the item procured under any lab/dept.
4. The committee will submit its report in the proforma attached herewith.

In case of any excess or short fall or mismatch from stock to invoice, the HODs will take necessary action at his level to reconcile the discrepancies and forward the report to the Dean- Academics/ Registrar latest by 30th Jan, 2021.

This may be treated as MOST URGENT.

Copy to the following for kind information and needful:-

- 1) The Office of the Vice-Chancellor /The Office of the Registrar /All above members and all officers of Jharkhand Rai University.



Registrar
Jharkhand Rai University, Ranchi