



JHARKHAND Rai University

Established by Jharkhand state legislature by
Jharkhand Act No 03 of 2012 as per Section 2f of UGC Act

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JRU/DAO/16/003

Date: 27/12/16

Policy Circular-1

Physical Stock/ Assests Verification

Sub: Departmental/ unit wise physical verification of stock report as on 31/12/2016.

As required, the physical stock verification of all the items as on 31th Dec, 2016 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 15th Jan, 2017.

This may be treated as MOST URGENT.

(Piyush Ranjan)

Dean- Academics

All HODs/ Department Heads

Copy To: 1) VC Office

2) Registrar Office

3) A/C Dept.