

I/1724/2021



GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF SCHOOL EDUCATION JAMMU
 MUTHI CAMP ROAD, JAMMU J&K -181205

0191-2598803
 www.schedujammu.nic.in
 cao-dsej@jk.gov.in

Subject: Physical Verification of Stocks and Stores.

ORDER No: 560 DSEJ of 2021.
 Dated: 04-02-2021

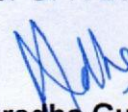
In pursuance to Rule 213 of GFR 2017 and Rule 8.29 of J&K Financial Code Vol-I read with this office order no: 521 DSEJ of 2021, dated: 22.01.2021, it is hereby ordered that the physical verification of the stocks and stores of various offices subordinate to this Directorate shall be taken up by the committees constituted as under:

S.No	Name of Office	Committee for conducting Physical Verification.
1.	Direction Office	1. Joint Director(J/S/K) 2. DD(Planning) DSEJ 3. AAO, DSEJ 4. SO (Establishment), DSEJ
2.	CEO (Concerned District)	1. Principal DIET (concerned District) 2. Principal Govt. HSS Boys (concerned District HQ.) 3. Principal Govt. HSS Girls (concerned District HQ.)
3.	DIET (Concerned District)	1. CEO (Concerned District) 2. Dy. CEO Concerned District 3. SO (Establishment)/Head Assistant of CEO Office concerned where SO not available.
4.	Dy.CEO Office /ZEO/ HSS/HS/MS/PS & other office(s)	Physical verification shall be conducted by a committee to be constituted by CEO concerned. The CEO concerned shall ensure that no office subordinate to him has been left out.

This job shall be completed within 30 days from the start of first day of financial year i.e. 01 April to 30th April every year.

All concerned officers are directed to update their stock books regularly so that the physical verification of the stores may be conducted. The physical verification parties shall identify the unserviceable/repairable stores and also report excess and shortages, if any, noticed while conducting the verification. **Moreover, the teams shall ensure preparation of electronic database of all verified Stocks / Stores for future use.**

The instructions referred to in Notes below Rule 213 of GFR 2017 and Rule 8.29 of J&K Financial Code Vol-I shall be followed in letter and spirit.


 (Anuradha Gupta) KAS
 Director School Education
 Jammu

No: DSEJ/Acctts/2021/ 1173-96
 Copy to:

Dated: 04-02-2021.

1. Administrative Secretary, School Education Deptt, Civil Sectt. Jammu for kind information.
2. Joint Director(J/S/K) for compliance.
3. CEO (all) _____ for compliance.
4. Principal DIET (all) _____ for compliance.
5. Officer (s) / Official (s) Concerned _____ for compliance.
6. Office file.
7. Computer Section Incharge for uploading on official Website.