

I/2729/2021



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: 629 DSEJ of 2021.

Dated: 07-04-2021

This directorate issued an order for Physical Verification of Stocks and Stores vide 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 order no: 521 DSEJ of 2021, dated: 22.01.2021 and constituted committees to physically verify the stocks and stores of various offices subordinate to this Directorate 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 (Estt.) / Head Assistant of CEO Office where SO unavailable.

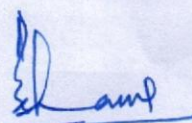
Further the CEO concerned had to constitute committees for the offices of the Dy. CEO / ZEO / HSS / HS / MS / PS / other office, if any and ensure that no office subordinate to him had been left out.

The whole exercise of Physical Verification of Stocks and Stores was directed to be completed within 30 days from the start of first day of financial year i.e. 01 April to 30th April every year.

Therefore it is directed again to all concerned officers / officials to initiate the process of the physical verification of the Stocks & Stores and identify the unserviceable/repairable stores with report of excess and shortages, if any.

Moreover, all the teams shall submit their compliance report to this Directorate by or before 10th of May,2021 after preparation of electronic database of all verified Stocks / Stores for future use.

End: 03


 (Dr. Ravi Shankar Sharma) KAS
 Director School Education
 Jammu

No: DSEJ/Acctts/2021/ 25-55

Dated: 07-04-2021.

Copy to:

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. Computer Section for uploading on official Website.
7. Office file.



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

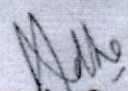
In pursuance to Rule 213 of GFR 2017 and Rule 8.29 of J&K Financial Code Vol-I read with this office order no: 521 DSEJ of 2021, dated: 22.01.2021, it is hereby ordered that the physical verification of the stocks and stores of various offices subordinate to this Directorate shall be taken up by the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

Dated: 04-02-2021.

Copy to:

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.

Website:www.schedujammu.nic.in

Email: dse.jammu@jk.gov.in

Ph:0191-2598439

GOVERNMENT OF JAMMU & KASHMIR (U.T)
DIRECTORATE OF SCHOOL EDUCATION, JAMMU

Sub: Streamlining of mechanism for proper receipt, verification, storage and utilization of various kinds of Supplies received by DDO/ Heads of schools under the directorate of School Education, Jammu

ORDER No: 521 DSEJ of 2021

Dated: 22-01-2021

Whereas, the supplies of wide range of articles, items are frequently received by CEOs/Principals, DIETs/ ZEOs/ DDOs/ Heads of schools for use and / or installation in offices/ schools against supply orders issued by them or by SAMAGRA Shiksha and/ or other agencies;

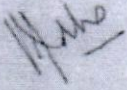
Whereas, it is expected that all laid down rules, norms and procedures are being followed by DDOs to ensure that all kinds of supplies are being received by them after satisfying themselves about their quantity and quality as per approved samples and specifications;

Whereas, sometimes in some cases complaints about inadequate quantity and quality of supplies are received after the concerned DDOs certification about the supply being satisfactory in all respects is already issued;

Whereas, during inspection of some schools, it is observed that installations made under some Government schemes like ICT labs, equipments, educational kits become non functional or not fit for use due to some defect or damage but no benefit of warranty period is taken by the school as no proper record is maintained by it;

In view of the above it is hereby ordered that:-

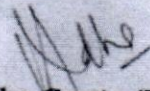
1. All the Chief Education Officers shall get the physical verification of store and stocks immediately carried out covering all schools and offices within their jurisdiction as per norms. Principals, DIETs shall do the same in respect of DIETs.
2. While receiving all kinds of supplies from any source, each DDO/Head of School shall ensure 100% checking of each item as per approved sample and specification through an inspection committee which shall be constituted before the supplies are physically received in the school or office.
3. The 100% checking of supplies shall be completely videographed and only after the DDO/ Head of the school is satisfied that the supplies are completely in order, he/ she will issue report about satisfactory supply.
4. No utilization certificate shall be issued by any DDO/ Head of the school before this exercise is completed.



5. The concerned DDO/Head of the School must preserve the digital evidence in shape of Photos/Videos in hard disc for record and reference in addition to Mandatory record entries in stock registers.
6. In case of any shortcoming with respect to the stocks supplied by any agency under any scheme, it should be reported to the concerned quarter immediately. In case of any payments made or certification of satisfactory supplies facilitating payments for such improper supplies the DDO concerned and the members of the inspection teams shall be personally responsible for the consequences arising out of financial impropriety and loss to the government exchequer.
7. The CEOs will submit the certificate that the official supplies have been made to/received by the end users down the line within week's time for each fresh/external supply made at District/Zonal Level.

These directions shall be followed in case of all kind of routine official supplies including Free Textbooks from JKBOSE, Jute Matting, Desks, Furniture, educational Kits, Tabs, Uniform Sets, Library Books, Solar Panels, TLM & LEP Material supplied under Samagra Shiksha as well as any other supplies made by any agency for use by the school in general or students in particular such as sanitary napkins vending machines, incinerators any other article or installation etc.

The Chief Education Officers of Jammu Division shall ensure that these directions are followed in letter and spirit by all concerned. Joint Directors, School Education shall compulsorily check during their routine inspections of offices and schools whether these directions are being followed or not.


Anuradha Gupta (KAS)
Director School Education
Jammu

No. DSEJ/ SmS/45-69

Dated: 22-01/2021.

Copy to:

1. Joint Directors_____ (All) for information and necessary action.
2. PO/Dy. Director Planning for information and necessary action.
3. Chief Education Officers of Jammu Division for information and necessary action.
4. Principal DIETs of Jammu Division for information and necessary action.