



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research
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स./No. SP-13029/2/2023-S and P-CSIR HQ

दिनांक/Date: 14/03/2024

सेवा में / To,

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक एवं एककों के प्रमुख
The Directors of all Labs/Instts. and Heads of Units of CSIR

(Kind Attention: Sr.COSP/COSP/SPO)

विषय: वित्तीय वर्ष 2024-25 के लिए पीआईआर/डीआईआर में प्रविष्ट परिसम्पत्तियों एवं उत्कृष्ट धातुओं सहित सभी भण्डारों का शत-प्रतिशत (100%) आंतरिक भौतिक सत्यापन - और इसके लिए समिति का गठन.

Sub: 100% Internal Physical Verification of Assets in PIR/DIR & Inventories including Noble Metals for the FY 2024-25 - Constitution of Committee thereof.

महोदया/ महोदय/Madam/ Sir,

You are aware that “100% Annual Physical Verification” is a statutory requirement as per GFR - Rule 213 (1) and 213 (2). This is not only required for reconciliation of Assets of the institute in a year but also required for Certification of Council's Annual Account by the CAG.

2. It is praiseworthy that all the 44 establishments of CSIR have successfully carried out 100% Physical Verification during 2023-24. DG, CSIR has made a special mention on this in her new year address.

3. The positive momentum created during the last FY need to be continued in the current year also. 100% Physical Verification of Assets in PIR/DIR & Inventories for the FY 2024-25 need to be completed in

a time bound manner as per the extant guidelines. The detailed guidelines on the subject can be viewed at "Stores & Purchase Universe" on CSIR website.

4. The steps and timeline stipulated in these guidelines have been tabularized for ease of accomplishing the task as under:

Step-1	Handing over copies of PIR & DIR to each individual	By 15 th March
Step-2	Approval for constitution of committee with detailed Physical Verification program <i>(A draft suggestive note for seeking approval is attached)</i>	By 31 st March <i>(suggested for FY 2024-25)</i>
Step-3	Issuance of OM constituting the committee <i>(A draft suggestive format for issuing OM is attached)</i>	Latest by 15 th April
Step-4	Report to CSIR Hqrs. with Committee OM <i>(As per format enclosed)</i>	Latest by 21 st April
Step-5	Conduct of Physical Verification of inventories	By 15 th May
Step-6	Conduct of Physical Verification of PIR/DIR/IIR	By 15 th May <i>(suggested for FY 2024-25)</i>
Step-7	Furnishing of Physical Verification Report in the given format to CSIR Hqrs. <i>(Please refer Annexure I of letter dated 19th April 2016)</i>	By 30 th May <i>(suggested for FY 2024-25)</i>
Step-8	Reconciliation of discrepancies, if any	By 31 st August

5. Labs/Instts had also been requested to furnish status of (i) Maintenance of Asset Register and (ii) Digitization of PIR/DIR/AAR data. However, hardly any input has been received in this regard.

6. You are, therefore, requested to complete the Step-1 to Step-4 as above and furnish the needful information as per format enclosed along with a copy of OM constituting the Committee for the purpose latest by **21st April, 2024** through email only (no physical/paper communication) at spo.hqrs@csir.res.in. This may please be taken in right earnest.

भवदीय/ Yours faithfully,

Encls: As above

(डॉ अमिय बिन्दु गुप्ता / Dr. Amiya Bindu Gupta)

भंडार एवं क्रय अधिकारी

Stores & Purchase Officer

STATUS REPORT ON PHYSICAL VERIFICATION ETC.

[Name of the Lab./Instt./Unit]

A. Status of 100% Internal Physical Verification of Assets in PIR/DIR & Inventories:

(I)	For FY 2024-25	[copy of OM enclosed]
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B. Maintenance of Asset Register:

(i)	Whether Asset Register is being maintained as per CSIR guidelines and in prescribed format	[Yes/No]
(ii)	Whether the Abstract Asset Register (AAR) is being maintained in the prescribed format issued by CSIR	[Yes/No]

C. Digitization of PIR/DIR/AAR Data

(i)	Whether PIR, DIR and Stores Inventories are digitized	[Yes/No]
(ii)	Whether Asset Register is digitized	[Yes/No]
(iii)	Whether Abstract Asset Register (AAR) is digitized	[Yes/No]
(iv)	Whether any Software is being used for inventory management, if yes , please give details.	[Name the software]

Signature:

(Signature of the Sr. Most Purchase Officer of the Lab./Instt./Unit to be appended)

Suggestive draft Note for taking approval of the Director
for
Constitution of Committee for 100% Internal Physical
Verification for FY 2024-25

Sub: Proposal for Constitution of Committee and detailed programme for conducting 100% Internal Physical Verification of Assets in PIR/DIR & Inventories including Noble Metals for the FY 2024-25.

100% Physical Verification of Stores and Assets is a very important annual activity for Labs/Instts. as per GFR-2017 Rule 213 (1) and 213 (2) and CSIR procedure circulated vide letter no. 15-11(1)/2002 dated 29th April 2004.

2. CAG in its Special Audit Report (SAR) has also been pointing out that Physical Verification is not being done by Labs/Instts. regularly as mandated in GFR/CSIR guidelines. Budget Division of CSIR Hqrs has also been reminding for regular conduct of Physical Verification as this is an important consideration for grant of Budget to CSIR by the Govt.

3. In order to successfully carry out and complete the verification, a program needs to be planned by the SrCoSP/COSP/SPO with the approval of Director, lab/instts.

4. Modality:

- a) The verification shall be made in the presence of the officer, responsible for the custody of the inventory being verified.
- b) A certificate of verification along with the findings shall be recorded in the stock register.
- c) Discrepancies, including shortages, damages and unserviceable goods if any identified during verification shall immediately be brought to the notice of the Competent Authority.

5. Keeping in view the above, it is proposed to constitute following Committee(s) for 100% Internal Physical Verification of stores and assets as under:

A

B

C

...

6. The TOR for this/these committee/(s) will be as under:

(i) The closing stock at the end of the financial year shall be taken up for verification by physical counting, weighing or measuring as the case may be, in the presence of the custodian.

(ii) The result of the verification shall be recorded in the stock ledgers by the stock verifier. He will encircle the items which tallying with the balance and append initials thereon after verification.

(iii) Physical verification of Assets in PIR/DIR shall be done with the help of report submitted by individuals and HODs as stated in para 4.1.1 B.

7. The committee will be requested to bring out their report within 45 days (give specific date) from the date of issue of the OM.

8. Submitted for approval of Director, please.

(Sr CoSP/CoSP/SPO)

DIRECTOR

[Suggestive draft OM to be issued for constitution of committee]

[Name of the Lab] (CSIR)
[Address of the Lab - pin code]
STORES & PURCHASE DIVISION

No.

Dated:

OFFICE MEMORANDUM

Sub: Constitution of Committee for conducting 100% Internal Verification of Stores and Assets for FY 2024-25-reg.

Competent Authority, CSIR-[Lab] has been pleased to approve the constitution of following committee/(s) for conducting 100% Physical Verification of Stores and Assets (Including PIR/DIR items) of CSIR-[lab name] at different locations:

SN	Committee Members	Indicative Stores/ locations to be verified	Target date for completion of Verification
A	1. 2. 3.		
B	1. 2. 3.		
C	1. 2. 3.		

The TOR for this/these committee/(s) will be as under:

- (i) The closing stock at the end of the financial year shall be taken up for verification by physical counting, weighing or measuring as the case may be, in the presence of the custodian.
- (ii) The result of the verification shall be recorded in the stock ledgers by the stock verifier. He will encircle the items which tallying with the balance and append initials thereon after verification.
- (iii) Physical verification of Assets in PIR/DIR shall be done with the help of report submitted by individuals and HODs as stated in para 4.1.1 B.

(Name of the Officer)
Stores & Purchase Officer

Copy to:

1. All Members of the committee/(s)
2. All HoDs-with a request to circulate the program amongst all staff members of his Division to co-operate with committee members.
3. PS to Director
4. F&AO for kind information
5. Stores In-charge
6. All the employees through email
7. Office copy