

AZ/4189/2007/HRD

26th May, 2007

CIRCULAR

Sub :- IHRD – Annual stock verification – Guidelines issued – reg.

The attention of the Principals of various institutions and Deputy Director, Regional Centres under IHRD are requested to adhere the following guidelines.

1. All stores should be verified periodically in the manner prescribed for each department (subject) at least once a year and sent a verification report to the Director, IHRD.
2. Stock register should be maintained for each department (subject) in the institution.
3. All items including furniture, electrical goods etc. whether costly or cheaper should be serially numbered and is to be included in the verification.
4. The verification has to be carried out by the Head of the office and if the office is a large one he / she may entrust it, or such part of it as he / she thinks fit to a officer of the concerned office. But the head of the office will be held personally responsible for the proper maintenance of the stock account and the correctness of the verification report whether he conduct the verification himself or gets it done by someone else. The head of the office should sign a certificate of check after each verification and submit to the Director, IHRD.
5. The verification of stores should be entrusted to a responsible officer who is independent of the officer in charge of stores. Stores should always be verified in the presence of the Officer responsible for the custody of the office or of a responsible person deputed by him to watch the verification.
6. Whenever an officer who is entrusted with the custody of stores in an office is transferred, the relieving officer should verify stock of stores with the stock accounts and ensure that the stores are properly safeguarded and the stock accounts are properly maintained.
7. A deficiency detected during the verification of stores may be due to
 - (1) incorrect or careless accounting
 - (2) loss arising from fraud, theft or negligence.

3

8. The head of the institution should fully investigate the causes of any deficiency and send a full report to the Director, IHRD along with the verification report. If the institutional head holds that any loss caused to IHRD is due to the misconduct or culpable negligence of the part of the staff concerned, the head of the institution should add his / her recommendation as to how the loss should be made good by recovery from the concerned staff.
9. The Director should after such examination and investigation as the importance of the case, issue orders to write off or recover the deficiency. A note should be recorded in the stock accounts quoting the order from the Director.
10. Any excess detected during stock taking should after investigation be entered in the stock accounts with the remarks "Excess found on stock verification".
11. In the annual stock verification report send to Director, the head of the institution should furnish information as
 - (1) the condition in which stock registers are maintained in his / her office and the offices subordinate to him / her.
 - (2) The result of periodical verification of stock and
 - (3) The action taken for the adjustment of deficiencies, excesses, etc. noticed during stock taking.

Sd/-

PROF.V.SUBRAMONY
DIRECTOR

- To :
1. Heads of all Institutions under IHRD
 2. CA to Director
 3. Joint Director for information
 4. Finance Officer
 5. Administrative Officer
 6. Assistant Executive Engineer for information
 7. All Section Heads in the IHRD Headquarters
 8. S.F.
 - ✓ 9. O.C.

Forwarded/By order

M. Velappan Achari
SUPERINTENDENT

61