



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
PRAJO'E TOWERS, VAZHUTHACAUD,  
THIRUVANANTHAPURAM – 14**

**No. PA4/1330/2019/HRD**

**Dated : 06.03.2019**

**CIRCULAR**

Sub: - Annual Stock Verification of various institutions under IHRD for the financial year 2018-19– reg. (Article 158 KFC Vol.1)

Ref: - 1.This office circular No. A2/4189/2007/HRD dated. 26.05.2007.

All heads of institutions under IHRD are instructed to furnish the Annual Stock Verification Reports for the financial year 2018-19 of their institution to this office on or before 30.06.2019 as per the guidelines in the circular enclosed. Reports of stock verification in the format enclosed as Annexure 1 may be forwarded separately for “Furniture”, “Machinery and equipments” and “computer system and laptop etc. All heads of institutions should ensure that the stock verification reports are prepared promptly and correctly and sent to the Director on or before 30.06.2019.

This may be treated as urgent.

**Sd/-  
Dr. P. Suresh Kumar  
DIRECTOR**

To

1. All Heads of Institutions under IHRD
2. Finance Officer
3. Junior Superintendent, Purchase Section
4. S.F
5. O.C

**Approved for issue  
Sd/-  
Senior Superintendent**



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**CIRCULAR**

**Sub : IHRD – Annual stock verification for 2018 -19 –Guidelines issued –  
reg.**

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 larger 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 store 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.
8. The head of the institution should fully investigate the causes of any deficiency and sent 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 on 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 account 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 sent to the Director, the head of the institution should furnish information such as
  1. The condition in which stock registers are maintained in his/her office and the office and 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/-  
DIRECTOR**

To

1. All Heads of Institution
2. Fin A Section
3. S/W Division to publish in IHRD website
4. S.F/ O.C

**Approved for Issue  
Sd/-  
Senior Superintendent**

Annexure I

**Report of Stock Verification**

(To be signed with name and designation by all officers conducting the stock verification)

a) Certified that I have conducted the annual stock verification of the .....  
..... (Section) of the college during the year..... as per  
order ..... and found everything correct with reference to the Stock Registers maintained in  
the department **except the following.**

| Sl<br>No. | Item | Stock Register<br>Page No. | Remarks |
|-----------|------|----------------------------|---------|
|           |      |                            |         |

b) Also certified that the items intended from main store from.....to..... are  
properly taken into respective stock registers.

c) The stock register page numbers are recorded in the indent book against each item.

d) All consumable registers are updated as on date.

e) All items in the stock registers which were given out on temporary receipt have been physically verified and  
taken back into respective stock/ reissued against fresh receipt countersigned by the HODs of both the  
departments, for continued use outside the parent department.

Place :

Date :

Signature

Name & Designation of verifying officers