

Indian Institute of Technology Delhi
Hauz Khas: New Delhi -110 016
Coordination Section

No.: IITD/ICDN/2010/ 381
Dated: 08.03.2010

Subject: Revision of Stock Verification Process of the Institute.

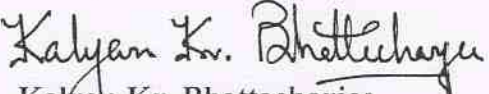
Stock Verification Unit of the S.P. Section is conducting periodic physical verification of **Stores and Equipments held on the charge of** all individuals viz. Faculty, Technical and Administrative Staff in each Deptt./Centres/Units/Sections of the Institute.

In order to carry out physical verification at least once in a year, the following procedure will now be followed w.e.f. **1.4.2010**.

1. All faculty and staff members should provide a self certificate of the inventory in their individual personal possession.
2. Every year (31st March), the 'ACSS-generated list' of inventory items will be signed by them with a certificate that all the inventory items are in their individual possession.
3. It will be the responsibility of the concerned Store Keeper to collect such certificates from all individuals and hand it over to Store Purchase Section for compilation.
4. In case of any discrepancy in the individual's inventory, Store Keeper will take up the matter through S.P. Section to rectify the same.
5. Stock Verification Unit of Store Purchase Section will compare the list with stock register and conduct physical verification of inventory items in the laboratories, library and other offices.

All Heads of Deptts/Centres/Sections/Units/Cells are requested to kindly bring to the notice of all Faculty and Officers of the Institute.

This has approval of the Competent Authority.


Kalyan Kr. Bhattacharjee
Assistant Registrar (CDN)

Dy. Directors/ Deans/ Wardens/ Head of Deptts./ Centres/ Sections/ Units/ Cells.

- Cc to: -
1. D.R. (Accounts)
 2. Head, Hindi Cell {For Publication in SAMPARK}
 3. Officer I/C, Publication Cell & "This Fortnight in IIT"
 4. P.S. to Director
 5. Secy. to Registrar
 6. Secy., to Faculty Forum/ Officers Association/ IITE Union
 7. Master File