

INDIAN INSTITUTE OF TECHNOLOGY DELHI

STORE PURCHASE SECTION

No. IITD/SP/ 580

Dated: 18.3.2010

Sub: Follow up action on Stock Verification Reports.

Stock Verifiers of the Institute carry out physical stock verification of the Departments/ Centers/ Sections/Units and thereafter submit their reports indicating short comings which required to be followed up to rectify the short comings and for further guidance. These follow up actions are essential for good store-keeping, accounting as well as for avoiding any Audit Objection.

Some of the common observations of stock verifiers are furnished below:

1. There are cases when faculty members have retired/left the Institute long back, but the items are still outstanding against their names in the inventory register.
2. There are labs/stores/sections with no incharge of inventories.
3. Some inventory register have been misplaced and no action has been taken to trace out the same.
4. A good number of deficiencies are outstanding for many years. Action has not been initiated to remove such deficiencies.
5. Some stock/inventory registers are in depleted condition. Action has not been initiated to prepare a new stock/inventory register.


It has been observed that many of the Departments/ Centers/ Sections/Units have not taken serious view on the Stock Verification Report and no follow up action have been done.

All Heads of Departments/ Centers/ Sections/Units are requested to pursue their respective Stock Verification Reports and take appropriate follow up action as indicated therein to remove the Stock Verification Observations and also to ensure that atleast those points which have been observed once are not to be repeated during the next stock verification.

Dept. S & P SECTION

Ref. No.: 20.....ISPS.....

Date:


(Prof. S.M. Ishtiaque)
Dy. Director(Admn.)

All Heads of Departments/ Centers/ Sections/Units