



“प्रभासि शशि सूर्ययोः”

JAIPUR VIDYUT VITRAN NIGAM LIMITED

(CIN-U40109RJ2000SGC016486)

Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur 302005

No. JPD/CAO (IA)/AAO (SV)/F. / D. 2361.

Jaipur, dated:- 12/9/18

Circular

During the course of physical Verification of stores, it has generally been observed that procedure for conducting physical verification laid down in the store manual/ earlier circulars and guidelines issued from time to time is not being followed strictly by the Stock Verifiers, circle stores/sub-store officers and sub-divisional officers. It has been noticed that due to non-maintenance of prescribed record/register by the ACOS/SS, Sub-divisional officers, several difficulties are being experienced at the time of physical verification of material lying at ACOS/ sub-store & sub-division store causing which accumulation of balances of shortage/excess, misappropriation of material and repetition of irregularities increasing year by year due to which purpose of a structured audit integrated into corporate objectives is not being fulfilled.

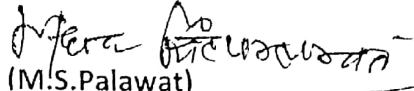

To streamline the process of physical Verification of Stores, following guidelines/instructions are being issued for ACOS/SS & Sub-divisional officers and stock verifiers (Auditors):-

A. For Stock Verifiers (Auditors)

1. To intimate in writing to ACOS/SS & Sub-divisional officers for record /information required for audit along with Machine/measuring equipment/Manpower for physical verification of material lying in stores.
2. To serve a memo containing the discrepancies/lapses/shortcoming detected during the course of physical verification to ACOS/SS & Sub-divisional officers to explain/ offer comments on the same within 3 days positively. If no explanation/comment on the memo is received within 3 days, final Physical Verification report will be submitted by stock verifier accordingly. If explanation/comment on the memo is received within 3 days, then the same shall be checked/examined on the basis of record provided and may be proposed to drop the same alongwith explanation/comments in final report.
3. To certify that the discrepancies/lapses/shortcomings pointed out in report are based on the record available at ACOS/ sub store & Sub-divisional offices.
4. To ensure that discrepancies/lapses/shortcomings pointed out during physical verification contain all relevant supporting documents to be taken in physical verification report to avoid manipulation later on.
5. To ensure that staking of stores material is done in systematic manner including high value items lying at ACOS/sub stores & Sub-divisional offices.
6. To check the record on the basis of which entries have been taken in stock register i.e. indent, gate pass, SRN, SIN, MCN etc. apart from checking the stock register/ records.
7. To physically verify the store material in presence of store keeper/ward keeper and concerned officer.
8. To ensure that the entries are personally attested by concerned officer in respect of stock register, measurement book and inventory sheet as and when physical verification is done.
9. To intimate name of defaulters alongwith tenure in physical verification report who are responsible for major irregularities found during the course of physical verification.

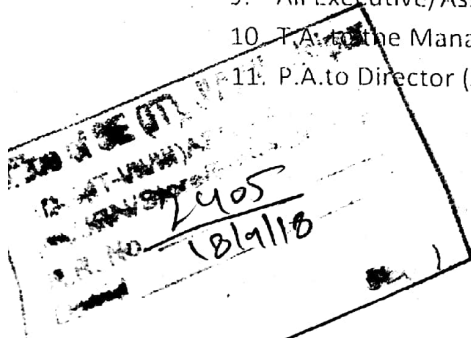
10. To discuss the physical verification report with ACOS/SS & Sub-divisional officers at the end of the audit and obtain signature of the concerned ACOS/SS/Sub-divisional officers.
 - B. For ACOS/SS & Sub-Divisional officers
 1. To provide record, labour, and other facilities to the Stock Verifiers as required by them to complete the physical verification work smoothly.
 2. To maintain all concerned record related to stores including JEN's records as per norms of store manual and circulars/guidelines issued from time to time.
 3. To ensure stacking of stores material in systematic manner. Material of same nature should be stacked at one place as far as possible.
 4. To conduct physical verification of stores material at least thrice in a year as per store manual guidelines.
 5. To ensure that gate pass should be duly signed by concerned officers while issuing material from stores.
 6. To ensure that no unaccounted material is lying inside/outside the circle stores/sub-div. stores and JEN level so that same could be verified during audit and will take material utilisation detail from JENs.
 7. To provide explanation/comments on the memo to stock verifier within 3 days.
 8. To ensure availability/presence at the time of physical verification alongwith attestation of the entries of stock register, measurement book and inventory sheet.
 9. To discuss physical verification report with Stock verifier and get the same signed at the end of audit.

Non-compliance of the above guidelines/instructions will be viewed seriously and disciplinary action against defaulters may be initiated.


 (M.S. Palawat)
 Director (Finance) 

Copy to the following for the information & necessary action:-

1. The Chief Controller of Accounts, JPD, Jaipur.
2. The Chief Engineer /Zonal Chief Engineer (O&M/PPM/CPL/MM/M&P-IT-DSM), JPD, _____
3. The Chief Accounts officer (FM-W&M)/(R&B)/ Chief Personnel Officer/ Sec (Admn.), JPD, Jaipur
4. Add'l Superintending Engineer (Vig.)/Company Secretary, JPD, Jaipur
5. The Superintending Engineer (I&S/JCC/JPDC/O&M), JPD, _____
6. The Superintending Engineer (IT), JPD, Jaipur wish the advise to upload the circular on Jaipur Discom website.
7. The Sr. AO (CPC/O&M/IA), JPD, Jaipur/Kota/Bharatpur.
8. The AO (JCC/JPDC/O&M), JPD _____ with advice to send the circular to all Executive /Assistant Engineers.
9. All Executive/Assistant Engineers, JPD, Jaipur/ACOS.
10. P.A. to the Managing Director, JPD, Jaipur.
11. P.A. to Director (Finance), JPD, Jaipur.




 Chief Accounts Officer (IA)