

No.001/DAT/SIW/APV/2024-25/9  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION

Puducherry, dated: 9/04/2025

C I R C U L A R

Sub: Directorate of School Education- Audit Wing (Stores)-Annual Physical Verification of stores to be conducted by the Inspecting officers for the year 2024-25 – Regarding.

--000--

As per Rule 213 of the General Financial Rules 2017, all kinds of Departmental stores should be periodically verified at least once in a year without fail. The inventory for the fixed assets should ordinarily be maintained at the site. Fixed assets and consumables should be verified at least once in a year and the outcome of the verification be recorded in the corresponding register. Discrepancies if any, should be promptly investigated and brought to the account as per Rule 213(1) of GFR 2017.

2. Accordingly, all the inspecting Officers are requested to take necessary action to conduct Annual physical verification for the year 2024-2025 in respect of their offices including Educational institutions Under their control. As per Rule 213 (1) &(2) of GFR 2017, the fixed assets, consumables, furniture, fixture, office equipments, tools, plants & machineries, laboratory items, library and sports articles are to be physically verified. In case physical verification could not be conducted for any reason, it should be got condoned by the Government.

3. It may be ensured that the report on the result of physical verification should contain all the particulars such as quantity verified (physical / ground balance), quantity as per ledger, excess / shortage if any, and the folio number of the ledger. The actual condition of the stores should be reported in the remarks column. As and when the materials require condemnation, early action should be taken to get them survey reported by the committee constituted for this purpose and auctioned /disposed off the materials after observing the usual formalities ( as per Rule 217 of GFR 2017), before they get deteriorated. The auctioned materials should be deducted from the account in the relevant stock register immediately quoting the references of the G.O Rt. No.& date as well as the Challan No. and date for the remittance of the sale proceeds into Government Account.

4. As per Rule 213(3)(iii) GFR 2017, discrepancies, including shortages, damages and unserviceable goods, if any identified during physical verification shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with provision given in Rule 33 to 38 of GFR 2017.

5. The outcome of the Annual Physical verification should be recorded in the last page of the relevant stock register.

6. **The report on the Annual Physical verification so conducted may be forwarded to the Store Superintendent of this Directorate on or before 30-06-2025 Who will carry out regular, surprise and test check whenever necessary as per G.O.Ms.No.8 dt. 22.09.1986 of Personnel & Administrative Reforms Wing, Chief Secretariat, Puducherry.**

  
(P.PRIYTARSHNY)

1/3  
DIRECTOR OF SCHOOL EDUCATION

To

The Joint Director (SE), Directorate of School Education, Puducherry.

The Dy.Director (Admn), Directorate of School Education, Puducherry.

The Dy.Director (EE), Directorate of School Education, Puducherry.

The Dy.Director (Sports), Directorate of School Education, Puducherry.

The Dy.Director (Women/Adult), Directorate of School Education, Puducherry.

The Dy.Director (SE), Karaikal.

The Chief Educational Officer, Dte.Of School Education, Puducherry/ Karaikal/ Mahe.

The Principal, DIET, Lawspet, Puducherry.

The Delegate to DSE, Yanam.

The Officer On Special Duty, State Training Centre, Puducherry.

The In-Charge, JawaharBalBhavan, Puducherry, Karaikal, Mahe&Yanam.

All the Head of Institutions, Puducherry, Karaikal, Mahe&Yanam.

The State Project Director, SS, Directorate of School Education, Puducherry.

✓ The EDP Centre, Directorate of School Education, Puducherry. – To Communicate to all the Head of Institutions.

Copy to:

The Director of Accounts and Treasuries, Puducherry.