

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
PUDUCHERRY

No. 001/DSE/Stores/APV/2025-26
02/05/2026

Date:

CIRCULAR

Sub: School Education – Annual Physical Verification of
Stores for
the year 2025–2026 – Instructions – Issued – Reg.

Ref: Circular No.001/DAT/SIW/APV/2025-26 dated
11.03.2026 of
the Directorate of Accounts and Treasuries,
Puducherry.

A copy of the circular cited under reference received from the Directorate of Accounts and Treasuries, Puducherry is enclosed herewith.

2. In this connection, all Heads of Offices / Institutions under the control of this Directorate are instructed to take immediate action for conducting the Annual Physical Verification of Stores for the year 2025–2026 in accordance with Rule 213 of the General Financial Rules, 2017.
3. The Heads of Offices shall appoint suitable officers/officials to carry out the physical verification of all categories of stores such as fixed assets, consumables, furniture, fixtures, office equipment, machinery, computers and peripherals.
4. The verification report shall clearly indicate:
 - (i) Quantity as per stock register
 - (ii) Physical (ground) balance
 - (iii) Excess / shortage, if any
 - (iv) Condition of items
 - (v) Relevant stock register folio number
5. Any discrepancies noticed during verification shall be reported to the competent authority for necessary action as per rules.
6. The completed Physical Verification Report, duly signed by the

verifying officer and Head of Office, shall be forwarded to this Directorate on or before 20.06.2026, without fail.

7. The enclosed circular of the Directorate of Accounts and Treasuries may be strictly followed.

Digitally signed by

Mohan Kumar D

Date: 06-05-2026

22:34:39
(D. MOHAN KUMAR)

(DIRECTOR OF SCHOOL

EDUCATION)

Encl: As above.

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.