



J.C. Bose University of Science & Technology, YMCA, Faridabad, Haryana

(A Haryana State Government University)

(Established by Haryana State Legislative Act No. 21 of 2009 & Recognised by UGC Act 1956 u/s 22 to Confer Degrees)

Accredited 'A+' Grade by NAAC

No.: JCBUST/2025-2026/REG/ 166

Dated: 29/01/2026

CIRCULAR

Sub: Physical Verification of University Central Store and Departmental Stores/Stocks (Teaching & Non-Teaching) for the Year 2025-2026.

As per the provisions contained in University Account Code 12.30, annual physical verification of all University stocks and stores is mandatory. To ensure compliance for the financial year 2025-2026, the following instructions are hereby issued:

1. Central Store Inspection

The Central Stores shall be inspected by a committee of two officers (not below the rank of Deputy Superintendent). This committee is to be constituted by the Store & Purchase Office, subject to the approval of the Finance Officer.

2. Departmental & Office Store Inspection

All Departmental and Office Stores (including sub-offices, branches, sections, workshops and laboratories etc.) must be inspected by a committee of two officers/officials from the respective department. These committees shall be constituted by the concerned Head of Department (HOD) or Controlling Officer.

3. Scope and Reporting

Inspection committees are required to conduct a 100% physical verification of stock against the Stock Registers. *The final report must clearly identify: Shortages/Losses, Surplus Items, Thefts or Missing Items, Unserviceable/Condemned Items (if any).*

4. Submission Deadline

All Deans, Chairpersons, and HODs are hereby requested to ensure the verification is completed and the Inspection Reports are submitted to the Office of the Finance Officer no later than March 20, 2026.

Non-compliance or delay in submission report will be viewed seriously by the University Authority.

Bhagat 29/01
REGISTRAR
RP

Copy is forwarded to the following:

1. PS to VC for kind information
2. All Deans/Chairpersons/HODs(Branches/offices/Sections/Workshop) for necessary action
3. System Analyst cum Programmer for uploading on the University Website