



No.C-13015(890)/MF.CGA/PFMS/2018-19/7363-87  
Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Public Financial Management System  
3rd Floor, Shivaji Stadium Annexe, New Delhi - 110 001

Dated: 23.08.2018  
Ph. 011-23343860 Ext. 345-347

**Office Order No. 29**

**Sub: Physical Verification of Stock.**

The following officers have been nominated for physical verification of stores of PFMS, as per Rule 213 of GFRs-2017:-

1. Shri J. P. Sharma, Sr. AO
2. Shri Dharamvir, AAO

The following procedure will be followed for the physical verification of stores and follow-up action:-

- (i) The verification shall be made in the presence of AAO (Admn) who is responsible for custody of inventory being verified.
- (ii) A certificate of verification along with the findings shall be recorded in the stock register.
- (iii) Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with provisions given in Rule 33 to 38 of GFRs-2017.

The physical verification of stores may be undertaken by the nominated officers immediately and it may be completed within 3 working days.

The issues with the approval of competent authority.

(Sandeep Bawa)  
Sr. Accounts Officer (Admn.)

Copy to:

1. PS to Addl. CGA (SKM).
2. PS to Jt. CGA (RS/BV/ELK).
3. PS to Dy. CGA (SK/R).
4. ACGAs/ ACAs
5. Sh. J. P. Sharma, Sr. AO
6. Sh. Dharamvir, AAO
7. Sr. AO (ITD) for uploading on CGA website.
8. Sr. AO (SS) for uploading on PFMS website.
9. Guard File.