



## VALLABHBHAI PATEL CHEST INSTITUTE

University of Delhi, P.O. Box No. 2101  
DELHI-110 007

Ref. No. VPCI/Physical Verification/ 1694

Dated: 16/10/2023

### CIRCULAR

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Re: Physical Verification of Permanent Assets (Non- Consumable items) 2019-20, 2020-21, 2021-2022 & 2022-23.

This is in supersession of circular no VPCI/Physical Verification/319 dated 12.05.2022 issued for Physical Verification of Permanent items 2019-20 & 2020-21.

The Competent Authority has now constituted the Institute's Physically Verification Committee comprising following members to verify physically all permanent items of each departments/sections of the Institute purchased during the financial years 2019-20; 2020-21; 2021-22 & 2022-23 (01.04.2019 to 31.03.2020; 01.04.2020 to 31.03.2021; 01.04.2021-31.03.2022, 01.04.2022 to 31.03.2023).

- |  |             |
|--|-------------|
| 1. Prof. Kavita Gulati, Director-Professor, Deptt. Of Pharmacology | Chairperson |
| 2. Dr. Jayeeta Bhadra, Assistant Professor, Deptt. Of Biochemistry | Member      |
| 3. Dr. Rajinder Bajaj, Consultant, Animal House                    | Member      |
| 4. Mr. Satish Sharma, Section Officer(Accounts)                    | Member      |
| 5. Mr. Sunil Kumar, Section Officer                                | Member      |

In addition to above, Section Officer (Stores) will coordinate from the Store side to provide the necessary assistance to the committee for smooth conducting of Physical Verification.

In view of the above, all HOD's are requested to make arrangements for the following:

- To update stock registers of their respective Department/Section and provide the list of permanent items (non-consumable) as on 31/03/2023 in the enclosed prescribed format **(Annexure-I)**.
- To provide the list of permanent items (non-consumable) of their respective Department/Section procured during financial year(s) 2019-20; 2020-21; 2021-22 & 2022-23 in the enclosed prescribed format **(Annexure-II)**.

The duly filled above mentioned list(s) in the prescribed format may kindly be sent to the Chairperson (Prof. Kavita Gulati, Department of Pharmacology) within 30 days from the date of issue of the circular for further necessary action.

The Committee will start the work of stock verification tentatively from 2<sup>nd</sup> week of November, 2023.

This issues with the approval of the Competent Authority.

  
Assistant Registrar  
(Admin- I)

To

- All Head of Department(s), VPCI

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Contd..from p/1--

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Copy forwarded for information:

1. PS to Director – for kind information to the Hon'ble Director, VPCI.
2. PA to Deputy Registrar – for kind information to the Deputy Registrar, VPCI.
3. Assistant Registrar (Admin- II), VPCI.
4. All Concerned Committee Members:-
  - (i) Prof. Kavita Gulati, Director-Professor, Deptt. of Pharmacology
  - (ii) Dr. Jayeeta Bhadra, Assistant Professor, Deptt. of Biochemistry
  - (iii) Dr. Rajinder Bajaj, Consultant, Animal House
  - (iv) Mr. Satish Sharma, Section Officer(Accounts)
  - (v) Mr. Sunil Kumar, Section Officer
5. Website Division – for uploading on the website portal
6. Master Copy

**Section Officer(Stores)**

**ANNEXURE-I**

**VALLABHBHAI PATEL CHEST INSTITUTE**  
University of Delhi  
Delhi-110007.

**List of Permanent items lying as on 31.03.2023 with  
Physically verified on \_\_\_\_\_**

(Name of Department)

S. No	Ledge No. & Date	Particulars of item with make/model, Bill no. & Date	Purchase Order No.	Date	Amount	Quantity		Difference, if any		Remarks (Reasons for Shortage/Excess, if any)
						As per Books	Physical Balance	Shortage	Excess	

Signature of Committee Members

Signature of H.O.D.  
Department of \_\_\_\_\_

ANNEXURE-II

VALLABHBHAI PATEL CHEST INSTITUTE  
University of Delhi

Delhi-110007.

Physical Verification Form Financial Year 2019-20, 2020-21, 2021-22 & 2022-2023

S. No	Issed From (Indent No./Non Consumable Stock Register Page No.	Particulars of item with make/model, year of purchase and cost	Location of the item	Accounting Unit	Qty held on charge as per ledger/ Stock Register	Qty as per Physical Verification	Surplus Deficiency	Reason for surplus/ Deficiency	Serviceable/Not Serviceable/ recommended for condemnation	Remarks

Signature of Committee Members

Signature of H.O.D.  
Department of \_\_\_\_\_