



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR-814142 (INDIA)**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institution of National Importance under Ministry of Health & Family Welfare)  
भारत सरकार/ Government of India  
Website-[www.aiimsdeoghar.edu.in](http://www.aiimsdeoghar.edu.in)

No. –

Date - ...../...../20.....

**Rule 213(1) of GFR 2017**  
**PROFORMA-A**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR**  
**Devipur Campus, Deoghar-814152**

**ASSETS VERIFICATION REPORT FOR THE YEAR .....-.....**

1. Name of the Department/Section \_\_\_\_\_  
Date of Inspection from \_\_\_\_\_ to \_\_\_\_\_  
Name of the Stores Clerk or person who  
Is handling the Stores.  
Name of the Officer-in-charge of the Stores  
Format in which departments are asked to prepare their assets list is enclosed.

The details of all kinds of Assets physically available in Centre/Department/Section/Unit stands duly verified in the desired format (as enclosed) separately for each category as mentioned below.

2. Tangible Assets
  - a) Plant & Machinery }
  - b) Furniture & Fixture }
  - c) Office Equipment } As per enclosed annexure.
  - d) Electrical Equipment }
  - e) Computer Peripherals }

3. Intangible Assets
  - a) Software

Any other suggestions or remarks  
you may have as regards to conduction  
of verification of assets.

Signature of Inspecting Officer  
Name in (Block Letter)

\_\_\_\_\_  
Designation \_\_\_\_\_



No. –

Date - ...../...../20.....

**Rule 213(2) of GFR 2017**  
**PROFORMA-B**

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR**  
**Devipur Campus, Deoghar-814152**

**STOCK VERIFICATION REPORT FOR THE YEAR .....-.....**

1. Name of the Department/Section \_\_\_\_\_
2. Date of Inspection from \_\_\_\_\_ to \_\_\_\_\_
3. Name of the Stores Clerk or person who is handling the Stores.
4. Name of the Officer-in-charge of the Stores
5. Stock Registers:-
  - a) How many stock registers are maintained in the Department
  - b) Are the stock registers written up properly and up-to-date?
  - c) If not, what are the defects noticed and what remedies you suggest?
  - d) Are the stock registers signed regularly or periodically by the (a) Stores Clerk?  
(b) Officer-in-charge
  - e) Are the pages of the register numbered?
6. Are there any stores received but not entered in the stock register?  
Give details viz name(s) of items,  
Date of receipt and reasons for not entering in the registers so far.
7. Are the stores kept properly to guard against pilferage, wastage and vermin etc.
8. What steps are taken to safe-guard perishable stores, pilferage and mis-handling of stores.
9. Give a list of equipment which are damaged charge or surplus,



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10. Is any equipment costing more than Rs. 10,000/- lying idle?  
IX) If so date from which it is lying idle  
X) Reason due to which it is lying idle
11. Is register of indents & supply orders Maintained, give list of indents with Dates whose supplies are awaited
12. Give any other suggestions or remarks You may have regarding the stores and equipment in the departments.
13. Verified 100% of consumable and non-consumable Stores in the department and discrepancy (if any) mention below:-

Sr. No.	Nomenclature	Unit actual Balance	Quantity Ledger Balance	Excess	Shortage	Remarks

Signature of Inspecting Officer

Name in (Block Letter)

\_\_\_\_\_

Designation \_\_\_\_\_