



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

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Circular

Sub: Strict adherence of GFR 2017 Rules w.r.t. entries in the Stock Registers

It has been observed that the Schools/Sections of SMVD University are not following proper Guidelines laid down for maintenance of Stock entries w.r.t. Consumable/Non-Consumable items in their respective Stock Registers issued to them as per GFR 2017 rules.

This has been viewed very seriously by the Competent Authority. It is, therefore, enjoined upon all the Heads of Schools/Section Heads to direct the concerned official in their respective School/Section to strictly adhere to the guidelines as provided under GFR 2017 Rules w.r.t. making stock entries in their Stock Register countersigned by concerned Official and duly attested by the concerned Head.

The Stock Entry should clearly mention details of items/service procured/repared like, its description, Qty, Unit Price, Total Price, GST details, Vender name, his address with contact details and the signature of the Faculty/Staff to whom it has been issued, etc.

Further, all School/Section Heads must ensure that they have to make entry in their Good Receiving (GR) Books, besides getting there items inspected form an Inspection Committee.

After the necessary Stock Entry is made in the School/Section Stock Register, the item has been duly inspected; inspection report is enclosed; alongwith bills in original (duly signed by School/Section Head, having Security Gate Entry and duly stamped with Stock Entry details); and Goods Received Sheet (white & yellow leaf to be attached with the bill, and pink leaf is retained by the concerned School/Section) may then be forwarded to Store & Procurement Wing / Estates Wing for double entry in the Central Store/Estates Store Stock Register.

The Store & Procurement Wing / Estates Wing shall make necessary entry and return the file to the indenting School/Section for further processing for release of payments.

It is again enjoined upon all Deans/Heads of School/Section Heads to ensure strict compliance of the above procedure in future.

This issues with the approval of the Competent Authority.


21/08/23
Registrar

Copy to:

1. All Deans/Heads/I/c Heads/Section Heads, for information and ensuring strict compliance.
2. Finance Officer, for information.
3. Faculty I/c Website, for information & uploading the same on University Website.
4. AR to VC, for the kind information of the Hon'ble Vice Chancellor.
5. Notification / Order file.
6. Concerned File.