

प्रो. करुणेश कुमार शुक्ल  
निदेशक



Prof. Karunesh Kumar Shukla  
Director

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर  
जमशेदपुर - 831 014 (भारत)

National Institute of Technology Jamshedpur  
Jamshedpur – 831 014 (INDIA)

(An Institution of National Importance under MHRD, Government of India)

O.O. No. NIT(D) – 100 /18

Date :- 12/10/2018

The Annual physical stock verification of all items in various stock register of the departments / sections / projects / labs is to be done on priority basis as per rule 213 of GFR 2017.

All Heads of the Departments and Section In-charges are responsible for completion of physical verification of stock positively by the 31st October 2018. Any lapses in verification may be taken up by the Auditors. Heads of the Departments and Section In-charges are hereby requested to submit report duly signed by the Committee members (already notified) to the Purchase office latest by 31<sup>st</sup> October 2018.

The Assistant Executive Engineer is requested to get Immovable Property Register prepared and complete within this period positively.

  
(K.K. Shukla)  
Director

Copy to:

- 1) All Deans / Heads of the Departments / Section In-charges
  - 2) Registrar
  - 3) AR (S&P)
  - 4) PI (Website)
- for information and needful.