



Government of Jammu and Kashmir  
Public Works (R&B) Department  
Civil Secretariat, J&K, Jammu/Srinagar

**Subject: Verification of all stores of PW(R&B) department at divisional level.**

**Government Order No.: 160-PW(R&B) of 2025**

**Dated: 19-05-2025**

Sanction is hereby accorded to the constitution of physical verification committees at zonal level, to verify the stores at each divisional stores/project sites of this department with the following compositions:

1 Chief Accounts Officer concerned	Chairman
2 Executive Engineer Concerned Division	Member
3 Assistant Accounts Officer concerned	Member

The committees shall conduct the physical verification of the stores at divisional level under overall supervision of concerned Chief Engineer and submit its report along with recommendations within one month in uniform format, Form 10 of GFR 17 (Report of surplus, obsolete and serviceable stores for disposal) as under:

Item No.	Particular of Stores	Quantity/ Weight	Book value/original purchase value	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks/recommendations
1	2	3	4	5	6	7

Terms of reference (ToR) of the committees shall be as follows:

- I. The committees shall verify stores received/issued and available in the respective stores/sites as per the books of the store.
- II. The committees shall recommend disposal of the stores clearly indicating serviceable and /or obsolete /un- serviceable store providing reasons thereof in each case.
- III. The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, shall also be worked out by the committees. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized.
- IV. The committees shall prepare a report of stores for disposal prepared in conformity of GFR form -10.
- V. In case an item becomes un-serviceable due to negligence, fraud, or mischief on the part of government servant handling the store, the same shall be brought forward for fixing of responsibility.

PTO

*BoL*

By order of the Government of Jammu & Kashmir.

Sd/-  
(Bhupinder Kumar), IAS  
Secretary to the Government  
PW (R&B) Department

PWD-ACCT/67/2025-05


Dated 19/05/2025

**Copy to the:**

1. Chief Engineer, PW(R&B) Department, Jammu/Pir Panjal/Chenab/Central Kashmir/South Kashmir/North Kashmir for information and necessary action.
2. Special Assistant to the Hon'ble Deputy Chief Minister, J&K.
3. Chief Accounts Officer PW(R&B) Department concerned.
4. Executive Engineer concerned, PW(R&B) Department for information & necessary action.
5. Private Secretary to Secretary to the Government PW(R&B) Department.
6. Assistant Accounts Officer concerned.
7. Incharge Website.
8. Govt. Order file (w.2.s.).

**Copy also to the:**

Joint Secretary (J&K), Ministry of Home Affairs, Government of India.

  
19/05/2025  
Director Finance  
PW(R&B) Department