

BUREAU OF INDIAN STANDARDS
(General Services Department)

C I R C U L A R

Subject : Annual Physical Verification of Assets of BIS at HQs for the year 2014-2015

Physical Verification of BIS Assets is done once in a year as per GOI instructions as contained in **GFR Rule No. 192 (1)**. After Physical Verification, a certificate is submitted for CAG audit.

In this connection, information about inventory records of each Dept/Section is to be obtained in the prescribed performa for compilation and comparison. Accordingly, it is requested that the requisite information about Physical Assets in each Department/Section may be filled in the enclosed Performa and sent to this Department latest by **31 March 2015** positively.

Items which is not indicated in the performa, if any, may be shown in the last blank columns of the enclosed performa.

Sd/-

(A. K. Bansal)
Head (GSD)

Our Ref : GSD/Disp/4:26

Date : 24 March 2015

Encl: As above

Circulated to : All the Departments of BIS (HQs).

STATEMENT OF PHYSICAL VERIFICATION OF ASSESTS

FOR THE YEAR 2014-2015

Name of Deptt./Section.....

No. of Officer-.....

No. of Staff (Gr.B&C)-.....

No. of Staff (Gr.D)-.....

Sl. No	Particulars of Assets	Qty	Room No.	Total	Items not required	Reasons thereof
1	Almirah Steel (Big)					
2	Almirah Steel (Small)					
3	Almirah Wooden					
4	Almirah Book case with sliding door					
5	Cabinet for Drawing					
6	Cabinet for filling (Steel)					
7	Cabinet Card Index (Steel)					
8	Visitors Chair/Canteen Chair (PVC)					
9	Easy Chair (Sofa)					
10	Chair Staff/Officer wooden/Steel					
11	Chair Revolving					
12	Sofa Sets					
13	Rack Steel					
14	Side Racks Steel/Wooden					
15	Chair Revolving Computer					
16	Racks Library Magazine					
17	Stool (Steel)					

18	Stool (Wooden)					
19	Table Clerical/Steel Wooden					
20	Table Officers/Executive (Steel) (Wooden)					
21	Table Committee Room					
22	Typewriter Electronic/Electric					
23	Drafting Machine					
24	Photocopier					
25	Lamination Machine					
26	Carpet					
27	Cash Safe Box					
28	Trunk/Steel/Suitcase					
29	Franking Machine					
30	Geyser/Boiler					
31	Dewan					
32	Round Table					
33	Lawn Mower					
34	Voltage Stabilizer					
35	Television					
36	Video Projection System (VCR)					
37	Refrigerator					
38	Floor Cleaning Machine cum Vacuum					
39	Slide Projector Audio Video System					
40	Video/Camera/Video Camera					
41	Card Index					
42	Pedestal Fans					

43	Ceiling fans/Table fan					
44	Exhaust fan					
45	Wall Bracket fan					
46	Air conditioner Window/Split					
47	Water Cooler					
48	Desert Room Coolers					
49	Heat Convector					
50	Aquaquard					
51	PC/ATs/Computer Pentium					
52	UPS					
53	Laser Printers/DMP					
54	Scanner/Server					
55	Fax Machine					
56	Computer/Printer Table					
57	Wooden conference chair					
58	Lap Top					
59	Paper cutting Machine					
60	Booster Pump					
61	Ultra Potable Projection System					
62	Fire Extinguishers					
63	Showcase					
64	Speech Stand/Lecture stand					
65	Multiseater chairs					
66	Typewriter (English/Hindi)					
67	Tables, Tiffin Wooden Center Table					
68	Revolving Stool					

69	Oil Based Heater					
70	Currency counting machine					
71	Display Board					
72	Tape recorder					
73	Door screen					
74	Examination Table					
75	Bench iron					
76	Assistant table 3 drawer box					
77	Sliding desk					
78	Executive high back chair					
79	Wooden TV trolley					
80	Almirah case with sliding door					
81	DT 1 (B) Delight high tech table					
82	UP ink jet 2300 Printer					
83	Tea/snacks trolley					
84	Weighing machine					
85	I card lamination machine					
86	Submersible pump					
87	Lift					
88	Car					
89	Dining table					
90	Dining chair					
91	Gas cylinder					
92	Tea drum					
93	Camera					
94	Spiral Binding Machine					
95	Touch Screen Kiosks					

96	Servers					
97	Risograph Digital Duplicating Machine					
98	Logitech Presenter-R-800					
99	2 KVA APC Suri 2000					
100	Amplifire					
101	Computer Speaker					
102	Eyeface Electronic Machine					
103	500 VA Line Interactive UPS					
104	Ultra Portable 250GB					
105	Mono Laser Printer (600X600)					
106	Pedestral Server					
107	Water Meter					
109	VGA Splitter 4 Port					
110	Metal Detector					
111	Printer/Copier Multifunction Office Machine					
112	BIS E-sale Project (Hardware/Software)					
113	Air Purifier XJ-3800					

Section Officer

AD(A&F)

H(GSD)