



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society  
State Rural Livelihoods Mission, Bihar**



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Ref. No. *BRLPS/Proc/81/18/4055*

Date : *02.02.18*

## OFFICE ORDER

The Financial year 2014-15 is on the verge of its closure and within the remaining two months, we need to prepare to come up with our Annual financial statements for 2014-15 reflecting the real state of affairs of the society as a whole. The auditors have also advised the management in previous audits to validate availability as well as utility of the assets appearing in the Balance Sheet of the Society. For this purpose, we need to look into all assets previously acquired out of grant under BRLP/NRLM/NRLP at DPCU/ BPIU and if needed, to formulate a policy to dispose of such assets and stocks including consumables lying in the books but not usable so that the Balance sheet of the society is free from all wavered stocks.

For this purpose, following guidelines are issued with instructions to all DPCUs to ensure and strict adherence:-

1. At the DPCU level, a Physical Verification Committee shall be constituted consisting of One thematic Manager, Accountant, Project Associate (HR & Adm.), Procurement Associate and the Store In-charge. In case of unavailability of above designated person, DPM may nominate person as per the availability to represent in the Committee.
2. The Committee to be constituted for BPIU level will consisting of the One Area Co-ordinator, the designated accountant or office assistant and in charge of stores. BPMs will notify the constitution of the Committee after prior approval of DPM;
3. The Store in-charge shall be directed to prepare a list of all fixed assets, current assets including consumables showing the quantity as well as location of such assets as per stock books and make it available to the Committee for the purpose of physical verification;
4. The Committee shall verify the assets appearing in the list and validate the same in terms of quantity, location and degree of further usability of the assets after proper assessment of the status of each such asset. This verification would be done twice in a year preferably in June and December.
5. For the validation of the assets recommended to be disposed of / written off for DPCU / BPIUs, there will a Committee consisting of DPM / BPM, DFM / Manager (HR) for 2<sup>nd</sup> tier validation and all such proposal of the physical verification Committee, will finally recommend for disposal / writing off the asset from the books of accounts.

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6. All proposals for disposal of assets / writing off of fixed assets found lost or unusable shall be forwarded by DPM to CEO for approval.
7. The Committee after completing the physical verification will submit the report along with duly certified list of assets in following format within 15 days of completing verification.

### Physical Verification Report

Sl. No.	Description of Assets	Quantity as per Fixed Assets/ Stock Register	Quantity physically found	Location where physically verified	Shortage (-) / Excess(+)	Quantity of assets not usable and recommended to be disposed of	Remarks, if any
1	2	3	4	5	6 (4-3)	7	8
<b>A FIXED ASSETS</b>							
1	Furniture						
2	Computers						
3	Projector						
4							
<b>B Current Assets (Consumables)</b>							
1	Stationery						
2	Others						
3							

### Assets Recommended to be disposed off / Written off

Sl. No.	Description of Assets	Quantity found as non-usable	Quantity found shortage and reported lost	Year of acquisition	Book Value of the Assets	Comment of BPM / DPM	Remarks, if any
1	2	3	4	5	6	7	8
<b>A FIXED ASSETS / Current Assets (Consumables)</b>							
1							
2							
3							

8. After prior approval of CEO, the procedure for disposal of the assets shall be initiated for eliminating the same from the fixed assets register and the books of accounts.
9. While writing off the fixed assets, the necessary book entries shall be given effect by SPMU the realized value of the other scrap materials shall be taken as 'other income' in the books of the respective DPCUs under intimation to SPMU.

All DPMs are directed to take necessary action for early compliance of the above instructions and also send an Action Taken Report (ATR) by 10<sup>th</sup> of February 2015 to SPMU.

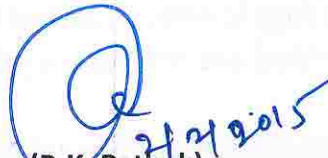
The physical verification Committee to be constituted for SPMU level will consist of Mr. Uttam Kumar Das, OA, Mr. Jawed Naim, OA and Mr. R.B. Lall, OA. For 2<sup>nd</sup> tier validation of all such proposals of physical verification committee, there will be a Committee consisting of SFM, PS, and SPM-M&E. Other procedure would be similar as at District level.

Sd/-

**(B.K. Pathak)**  
Officer-on-Special Duty

Copy forwarded for information & necessary action to:

1. District Project Manager / Finance Manager / Manager (HR & A), all DPCUs
2. Block Project Manager / Accountant – all BPIUs
3. All PCs/ SPMs/FO/SFMs/AFM, SPMU, Patna
4. Director / Administrative Officer, SPMU, Patna
5. IT Section
6. PA to CEO, SPMU, Patna

  
**(B.K. Pathak)**  
Officer-on-Special Duty