

F. No. 10-2/2023-Adm. IV (Pt)  
भारत सरकार/GOVERNMENT OF INDIA  
कृषि एवं किसान कल्याण मंत्रालय/MINISTRY OF AGRICULTURE & FARMERS' WELFARE  
कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers' Welfare)  
वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय/DIRECTORATE OF PLANT PROTECTION, QUARANTINE &  
STORAGE  
एन एच 4, फरीदाबाद (हरियाणा)-121001 / N.H.IV, FARIDABAD(HARYANA)-121 001  
दिनांक /Dated : 09.05.2024

**CIRCULAR**

**Subject: Physical Verification of stores of Regional/Sub-offices/RPTLs of the Directorate of PPQ&S – regarding.**

The Directorate is receiving references/communications from various Sub-offices to depute a team for physical verification of Fixed Assets (Non-Consumable items) as per provisions contained in Rule 213 (1) of GFR, 2017 lying idle in their stores.

2. Attention is invited to this Directorate's Circular No. 33011/29/2016-GA dated 2<sup>nd</sup> August, 2018 and Addendum issued on dated 25<sup>th</sup> February, 2019 on the subject mentioned above (**copy attached**), wherein directions have been issued that Regional Stations of all Schemes will take the responsibility for physical verification work in respect of Sub-offices under their jurisdiction and depute the officers for the same.

3. Similarly, In-Charge, TLC will constitute team or Committee for physical verification of stores/disposal of goods and auction activities of RPTLs from the officers of RPTLs or nearby Sub-station of PQ/IPM. After verification, a complete proposal containing the Report of Physical Verification Officer and duly signed Form-10 of GFR, 2017 by three Gazetted Officers are required to be sent to the Headquarter. The Regional Offices will examine carefully and tally the list of store items declared unserviceable by the physical verification officer with Form-10 of GFR, 2017.

4. All the Sub-offices are therefore directed to submit their proposal for physical verification of the stores as per GFR, 2017 to concerned Regional Offices. **The Regional In-Charges will constitute Committees as outlined in Addendum No. 1 dated 25<sup>th</sup> February, 2019(copy enclosed) and take necessary action. Officer In-Charges of Regional Offices will conduct physical verification of stations under their control on priority basis and submit the REPORT on Quarterly Basis to this Directorate for further necessary action. Physical Verification of Regional Offices will be conducted by the Directorate.**

4. This issues with the approval of Plant Protection Adviser.

Encl.: As above.

Signed by Kusum Goel  
Date: 09-05-2024 17:17:18

(Kusum Goel)  
Chief Administrative Officer

**All Regional Offices/Sub-Offices of Locust-cum-IPM/PQ/TLC**

Copy for information and necessary action to:

1. Scheme In-Charges, Locust-cum-IPM/PQ/TLC
2. PA to PPA
3. IT Cell - to upload this Circular on the website of the Directorate.

F. No:33011/29/2016-GA  
भारत सरकार/ Government of India  
कृषि एवं किसान कल्याण मंत्रालय  
Ministry of Agriculture & Farmers Welfare  
कृषि, सहकारिता एवं किसान कल्याण विभाग  
Department of Agriculture, Cooperation & Farmers Welfare  
वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय  
Directorate of Plant Protection, Quarantine & Storage  
NH-IV, Faridabad-121001.

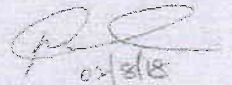
Dated 2<sup>nd</sup> August, 2018.

CIRCULAR

Subject: For physical verification of Stores.

A lot of communications have been received from Officer In-charges of various sub-offices of this Directorate to depute a team for physical verification of Fixed Assets (Non-Consumable Stores) as per provision contains in Rule 213(1) of GFR, 2017 lying idle in their store.

2. Considering the requests, it has been decided with the approval of PPA that the Regional Stations of all Schemes will take the responsibility for physical verification and depute the officer for the same. After the physical verification of stores, a complete proposal containing the Report of Physical Verifying Officer and duly signed Form 10 of GFR 2017 by three Gazetted Officer are required to be sent to the Headquarter for taking further necessary approval. Before sending the proposal to Headquarter, the Regional Offices will examine carefully and tally the list of store items declared unserviceable by the Physical Verification Officer with Form 10 of GFR 2017.
3. All the sub-offices are requested to submit their proposal for physical verification of their store as per GFR, 2017 to concerned Regional Offices.
4. This issue with the approval of PPA.



(Bal Govind Jha)  
Section Officer(Genl. Admn.)

All Regional Offices/ sub-offices of Locust/IPM/PQ/CIL

Copy for information and necessary action to:

1. Scheme-in-charges, Locust/IPM/PQ/CIL
2. PS to PPA.
3. IT Cell... To upload the Circular on the website of Directorate.

**FORM GFR 10**  
[ See Rule 217 (iii) ]

**REPORT OF SURPLUS, OBSOLETE AND  
UNSERVICEABLE STORES FOR DISPOSAL**

Item No.	Particulars of stores	Quantity/ Weight	Book Value/ Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Signature.....  
Designation.....  
Date.....



F. No.33011-29/2016-GA (Pt.)

भारत सरकार/ Government of India

कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture & Farmers Welfare  
कृषि, सहकारिता एवं किसान कल्याण विभाग / Department of Agri., Cooperation & Farmers Welfare  
वनस्पति संरक्षण, संगरोध एवं संग्रह निदेशालय / Directorate of Plant Protection, Quarantine & Storage  
एन.एच.4, फरीदाबाद(हरियाणा)121001-/ N.H.-4, Faridabad -121001

दिनांक/Date: 25<sup>th</sup> February, 2019.

Addendum No.1

Sub: Guidelines to nominate various Teams/Committees relating to physical verification, disposal of Stores and Auction Committee –reg.

In continuation of this Directorate O.M. of even number Dated 2<sup>nd</sup> January, 2019 on the above mentioned subject; a lot of communications have been received in the Directorate seeking approval of HOD for constitution of teams for various activities for the work prescribed in inventory management.

2. The Competent Authority of this Directorate has already delegated his power to depute officer(s) for physical verification to the Regional Incharges for all schemes vide this Directorate's Circular of even number dated 2<sup>nd</sup> August, 2018.

3. In this connection, the Competent Authority has further decided to delegate his power for constitution of following Committees to the Regional-in-charges:

(i) Committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable and to prepare a report of stores for disposal in Form GFR-10 which are required for disposal of unserviceable items as per Rule 217 of GFR, 2017 and

(ii) Committee for Auction of unserviceable items as per Rule 220 of GFR, 2017

4. If it is felt at any stage that presence of Regional-in-charge is essential in any Committee for disposal of unserviceable goods then the approval of Scheme-in-charge is mandatory.

5. Incharge, TLC will constitute team or Committee for physical verification of stores/disposal of goods and Auction activities of RPTLs from the officers of RPTLs or nearby sub-stations of PQ/IPM.

6. Further, as per Rule 218 of GFR, 2017, the unserviceable Goods will be disposed of through advertised tender or public auction only when the assessed residual value is above Rs. Two Lakh. Therefore, the Officer-in-charge is advised to send the proposal for publishing the Auction Notice in Newspaper only when the

  
21/2/19

assessed residual value is above Rs. Two Lakh. The proposal should be sent alongwith the quotation obtained directly from DAVP instead of estimate collected from local newspaper(s) office. In case, the assessed residual value is less than Rs. Two Lakh then the surplus/obsolete/unserviceable goods could be disposed of by publishing the Auction Notice on Notice Board of the office and Public Places like Bus Stand/Railway Station etc. and also inviting the local Kabaries instead of publishing the Auction Notice in Newspapers. In addition, the Station-in-charge is also advised to dispose of unserviceable store/vehicles as per existing provisions of GFR, 2017.

7. This issue with the approval of PPA

  
25/07/2019

(Mohan Lal Meena)  
Under Secretary(HQ)  
Tele: 0129-2476363

To  
Officer-in-charge of All Regional & sub-offices of the Directorate.  
(Through website of the Directorate)

Copy for information and necessary action to:

1. All Scheme-in-charges, Locust/IPM/PQ
2. Incharge, TLC ... for RPTLS
3. PPS to PPA
4. IT Cell ... for uploading the Circular on the website of the Directorate(for issue).