

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.

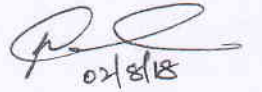
Dated 2nd August, 2018.

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.....