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**J & K MINERALS LIMITED**  
(A J&K Government Undertaking)  
5<sup>th</sup> Floor, Jawaharlal Nehru Udhyog Bhawan  
Rail Head Complex, Jammu.

No:MDS/J/PV/2023-341-58

Dated: 20.07.2023

Sub:- Physical Verification of the stocks & Stores etc of the Corporations ending March, 2023

It is hereby ordered that the Officers / Officials as mentioned below will undertake the Verification of the Corporation Assets including cash / cash documents, furniture and fixture, office equipments, electronics and Office automation, construction materials and stocks in stores of the Corporation lying at various premises as on date of the closure of the current financial year i.e. 31.03.2023.

A) WCF / LSQ / PCF

01	Mr. Parmod Khajuria	Manager (P&S)	All Assets of furniture, electronic equipments at WCF / LSQ / PCF
02	Mr. A. R. Andrabi	Mines Manager	

B) Kalakot

S. No	Name of the officer	Designation	Name of the office
01	Mr. Mir Sajjad	Manager (Tech)	All civil / electric stores including furniture & Electronic gadgets at Central stores. Moghla, Metka Coal Mines etc
02	Mr. Vivek Sharma	Assistant	
03	Mr. B. B. Koul	Jr. Assistant	

C) Jammu

01	Mr. Kirtan singh	Manager (Projects)	All Assets of furniture, electronic equipments at RO(J)
02	Mr. Bhupinder Singh	Jr. Asstt	

D) Parlanka / Assar

01	Mr. Syed Riffat Hussain	A. E	All Assets of furniture, electronic equipments at Parlanka / Assar
02	Mr. Javid Khan	Accounts Asstt.	

E) Head Office

01	Mr. A. R. Andrabi	Mines Manager	All Assets of furniture, electronic equipments at Head Office
02	Mr. M. A. Zargar	S.O Assar Project	

The physical verification reports from the concerned physical verification officers with their comments / recommendations should reach to this office within one month

Sd/-  
(Vikram K. Gupta)  
Managing Director

**Individual Concerned**

Copy to:-

1. Manager (P&S), Jammu
2. Mines Manager PGP / Assar
3. Agent Coal Mines Kalakot
4. Manager (Tech). Hqrs.
5. Secretary JKML
6. I/c Accounts Jammu / Hqrs / PGP / Assar / Kalakot

  
(Zia – Ur– Rehman, JKAS)  
Financial Advisor / CAO

**REPORT OF PHYSICAL VERIFICATION OF STORES :**

Date of Verification ..... Deptt. .... Name & Designation of the Custodian of .....  
 .....  
 .....

Sl. No.	Particulars		Qty as per book balance	Qty as per physical verification	Details of Discrepancies			Unserviceable			Remarks	
					Shortage/ Excess		Surplus to requirement		Qty	Rate		Book Value
	Item No. of the Stock Register	Description			Qty	Book Value	Qty	Book Value				
1	2	3	4	5	6	7	8	9	10	11	12	

SIGNATURE \_\_\_\_\_  
 \_\_\_\_\_  
 (Name & Designation of Officer in charge Stores)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Name & Designation of the verification Committee Members)

SIGNATURE 1.  
 2.

**NOTE: ARTICLES WHICH ARE FOUND INTACT NEED NOT TO BE SHOWN IN THIS STATEMENT**

REPORT FOR WRITING OFF OF STORE ITEMS OR RENDERED UNSERVICEABLE

Date of Verification ..... Department ..... Name and Designation of the custodian of stores .....

Sl.no.	Particulars Item No. of the stock Register	Date of purchase	Description	Quantity	Book Value		Prescri- bed/ Estima- ted life	Yearly rate of depreciation	Depreciated cost of the material	Salvage Value	Remarks
					Rate	Amount					
1	2	3	4	5	6	7	8	9	10	11	12

SIGNATURE \_\_\_\_\_ SIGNATURE 1.  
\_\_\_\_\_  
(Name & Designation of Officer in charge Stores) 2.  
\_\_\_\_\_  
(Name & Designation of the verification Committee Members)