



**CENTRAL POLLUTION CONTROL BOARD**  
(Ministry of Environment, Forest & Climate Change)  
**Material Division, Head Office,**  
**East Arjun Nagar, Delhi-110032**

File No.- PM-14/1/2022-BLDG-HO-CPCB-HO

Date: 04<sup>th</sup> July, 2024

**OFFICE ORDER**

**Sub: Physical Verification for Fixed Assets, Furniture and Fixture for FY 2023-24-reg.**

It has been decided to have the physical verification of Fixed Assets, Furniture & Fixture items for FY 2023-24 as details below: -

S.N.	Name of Store	Name of Official & Designation deputed for physical verification
01	Fixed Assets & Furniture	1. Sh Rajesh Kumar, SO, Building Div. - Chairman of Committee 2. Sh Rakesh Kumar Ahuja, STS, Building Div.- - Member 3. Sh Kisan Kumar, TS, Building Div. - Member 4. Sh Ganga Singh Shahi, Assistant, Material Div.- Member 5. Sh Akhil Sharma, UDC, Material Divi. - Member 6. Sh Upendra Kumar, TS, Building Divi- Member Convenor

**Terms & Condition**

- The physical verification report to be submitted on or before 30.07.2024.
- Official nominated for physical verification for FY 2023-24 are requested to strictly adhere the time stipulated for the purpose.
- The above committee will rectify the shortage/surplus of assets in the presence of the officer as GFR, Rule-213(i) and will take decision on the observations raised by Statutory Audit(copy enclosed)
- A physical verification of goods should be to verify its location with division name, assets number, service condition in place of counting of total assets.
- A certificate of verification along with findings shall be recorded in their report as per GFR Rule-213(ii) and same will be submitted to material division to be brought to notice of Competent Authority.
- The assets procured under CCU work will be note down by committee and listing of all assets will be finalized and same will be submitted to material division for updating the records as necessary.

This issue with the approval of Competent Authority, Central Pollution Control Board.

  
(Meena Sharma) 4-7-24  
Administrative Officer  
Material Division

To,

- Sh Rajesh Kumar, SO, Building Div.
- Sh Rakesh Kumar Ahuja, STS, Building Div.-
- Sh Kisan Kumar, TS, Building Div
- Sh Ganga Singh Shahi, Assistant, Material Div.
- Sh Akhil Sharma, UDC, Material Divi.
- Sh Upendra Kumar, TS, Building Divi

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1. DH-Building-for information
2. DH-IT-for information and request to upload on CPCB website for circulation.
3. PS to MS- for information, please
4. PS to CCB- for information, please

  
(Meena Sharma) 9-7-24  
Administrative Officer