



**SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL
SECTOR 46-B, CHANDIGARH, 160047**

Visit us at : www.dhanwantrychd.org
Contact us : 0172-5046000 Email: dhanwantry@rediffmail

PHYSICAL STOCK VERIFICATION & CONDEMNATION COMMITTEE

Objective-

- The main objective of the verification committee is to reveal the weaknesses in the processes of the warehousing system and to verify the accuracy of stock records.
- To make an account of material held in the ward to check against the recommended standards.
- To identify discrepancies such as loss, damage and deterioration and disclose the possibility of fraud, and theft.

Functions and Responsibilities-

- The duties and function of the personnel working in this committee is to ensure the correctness in the quality, quantity, specifications, condition of the materials received from vendors.
- The committee has to receive the materials ordered by the purchase department and supplied by the vendors in a proper maintains as per the laid down procedure.
- The committee has to stock the materials received from vendors properly as to ensure easy access identification, verification, handling, maintenance etc.
- The committee has to ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss.
- The committee has to ensure proper safety measures for the safety of the store building, materials in the store and the men working in the store.
- The committee has to ensure that the store is always maintained up to date in all respects in a presentable condition.
- The committee has to categories the materials category wise and stock in the appropriate locations.
- The committee has to do periodical stock verification and ensure correctness of stock at all times.
- The committee has to take safety measure for the safely by store house, materials and men working in store.

- The committee has to maintain the neat and tidiness of store house.
- The committee has to issue materials to the departments as per the indents.
- The committee has to issue materials to departments as per the schedule.
- The committee has to pass the bills of the materials received from vendor and send it to Accounts department for payment.
- The committee has to carry out periodical condemnation board for the unserviceable materials.
- The committee has to take action for disposal of scraps materials as per the procedure.
- The committee has to maintain all the documents up to data.
- The committee has to generate reports and submit to concerned authorities.
- The committee has to attend audit by the auditors.
- The committee has to ensure accurate accounting of the materials receiver and issued.
- The committee has to ensure a favourable working atmosphere is maintained for the personnel working in the store.

Members of Physical Stock Verification & Condemnation Committee-

1.	Chairman	Dr. A.K. Singh
2.	Member Secretary	Dr. Janardan Mishra
3.	Member	Dr. Vinod Barwal
4.	Member	Dr. Chinky Goyal
5.	Member	Dr. Kanika Aggarwal
6.	Member	Dr. Prerna Singhal
6.	Member	Mr. Jagatram

Meeting Schedule: Twice in a year (4th Saturday of January and July)