



J&K SMALL SCALE INDUSTRIES DEVELOPMENT CORPORATION LIMITED (SICOP)
(A J&K GOVERNMENT UNDERTAKING)
Railhead Complex 2nd floor, Udyog Bhawan, Jammu/ Sanat Ghar Bemina, Srinagar

Subject: Physical Verification ending 31st March, 2018.

Order No. 04 -SICOP of 2018

Dated: 16-03-2018

The following physical verification teams are hereby constituted for physical verification of stocks, stores, furniture, fixture and other fixed assets held by the Corporation as at the close of financial year 2017-18 as envisaged under the Companies Act. The stock shall be verified with respect to book balance as on 31-03-2018. The officers assigned with the job as well as the time schedule for the same is given below:

Kashmir Division.

S.No.	Name of the Verification Officers (Shri/Smt)	Unit	Date of physical verification	Remarks
1.	G.H. Lone, General Manager (M)	SICOP, RMD Zainakote	03-04-2018 to 10-04-2018	-
2.	Tariq Ahmad, General Manager (M)	SICOP Offices Leh & Kargil	After one week of opening of Sgr. Leh NH.	-
3.	Mushtaq Ahmad Karani Divisional Manager SICOP Baramulla.	SICOP Office Anantnag & S.G.C Bijbehara	03-04-2018 to 04-04-2018	
4.	Syed Zulfiqar, DFA RMD Zainakote	Estate office & Testing Centre, Zainakote	03-04-2018 to 04-04-2018	
5.	Bashir Ahmed Ganai, DGM (F)	Divisional Office/ Project Wing Kashmir	07-04-2018 to 09-04-2018	-
6.	Gh. Mohammad Rather, DGM (Fin.)Kashmir	SICOP Office Kulgam & Shopian	03-04-2018 to 05-04-2018	-
7.	Abdul Rehman Wani, Manager Legal	Distt. Office Baramulla	03-04-2018 to 04-04-2018	
8.	Gh. Mohammad Bhat, Manager (RM)	SICOP Office Bandipura	03-04-2018	-
9.	Ab. Hamid Waza AFA (RM) SICOP Zainakote	SICOP office Ganderbal	03-04-2018	
10.	Mashood Ahmad, AFA (M)	SICOP Office Budgam	03-04-2018	-
11.	Waris Ahmad, Manager Srinagar	SICOP office Kupwara	05-04-2018	
12.	Ilyas Ahmad Bhat, Manager (M) Barmamulla	Estate office & Silk Tech park Zakura	05-04-2018	-
13.	Mohd.Yasin lone Manager Kupwara	SAIL Stock yard Pampore	03-04-2018 to 06-04-2018	-
14.	Mohammad Amin Shah, Manager SICOP Bandipora	SICOP. Office Pulwama	03-04-2018-TO04-04-2018	-

Jammu Division

	Name of the Verification Officers (Shri/Smt)	Name of Officer/ Depot	Date of physical verification	Remarks
15.	P.K. Bhat Divisional Manager HQ	RMD Digiana/Baribrahamana	06-04-2018 to 08-04-2018	-
16.	Rakesh Singh Bahu, Divisional Manager (F) (HQ)	RMD Gangyal	06-04-2018 to 08-04-2018	-
17.	Ajay Kapoor, Divisional Manager, RMD Gangyal	Divisional Office, Testing Centre	03-04-2018 to 08-04-2018	-

18.	Shakti Kumar, Divisional Manager (F) RMD Gangyal	Estates Office Birpur	06-04-2018 to 07-04-2018	-
19.	Avtar Krishan Tickoo, DGM, SICOP Gangyal	SICOP office Kathua/ E.O/ IID center Kathua	06-04-2018 to 08-04-2018	-
20.	Ravinder Kotwal, DGM (M) D.O. Gangyal	Project wing Gangyal & Estate office Gangyal	10-04-2018	-
21.	Bharat Indu, DGM RM Gangyal	Distt.office Reasi	06-04-2018	-
22.	Jamil Ahmed AFA Project	Head office Jammu	06-04-2018	-
23.	Inatayatullah Mattoo Manager RMD Kishtwar	Distt. Office Doda	04-04-2018	
24.	Abdul Rashid Disstt Manager Rajouri	Disstt office Poonch	04-04-2018	-
25.	Bashir Ahmad Tantray Manager SICOP Poonch	SICOP office Rajouri	07-04-2018	-
26.	Mohd Auyob Disstt Manager Doda	SICOP office kishtwar	10-04-2018 to 11-04-2018	-
27.	Rattan Chand Estate Manager Kathua	SICOP Office Udampur, IID Centre Udampur	10-04-2018 to 11-04-2018	-
28.				

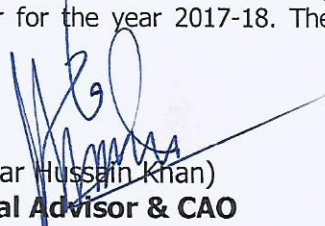
The Verification parties shall ensure 100% weighment/ counting of all stocks including earthquake material, which is available in packets and loose at RMD, Zainakote for which Mr. G.H Lone General Manager (M) shall be associated by the Sh. Mushtaq Ahmad Karnai Divisional Manager SICOP Baramulla. Wherever the stocks are under sale, sales be allowed & ground balance as on 31st March, 2018 be worked out.

In addition, the verification teams have also to submit separate annexed, signed by both Stock incharge & verification Officer, indicating unserviceable items available in their respective offices which are of no use & are required to be auctioned. Their book-value after allowing depreciation be also indicated.

The physical verification reports should be sent to the General Manager (J) for Jammu Division & General Manager Raw Material Kashmir for Kashmir Division & copy of the same to the Head Office within seven days from the date of completion of physical verification. The physical verification reports shall be consolidated with reasons of shortage, if any and their recommendations with regard to recovery & sent to the Head Office by 30th April, 2018 by the Divisional office Jammu & RMD Zainakote for Kashmir. Wherever the physical verification team find a glaring shortage of any kind or error, the same should be reported on the same day to Managing Director. The respective unit heads/ AFAs shall work out the closing stock evaluation & incorporate the same on the Physical Verification sheets/ reports.

The same evaluation shall be accounted for the year ending March, 2018. The stocks as verified by physical verification parties shall be taken as opening balance in the stock ledger for the year 2017-18. The physical verification parties shall strictly adhere to the above time schedule.

By Order


 (Mazhar Hussain Khan)
Financial Advisor & CAO
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NO: SICOP/FA&CAO/110/2018/311-18
 Dated: 16-03-2018

Copy to the:

1. Managing Director SICOP for information please.
2. All General Managers SICOP Jammu/Kashmir
3. All DFAs SICOP Jammu/Kashmir.
4. All Project Managers /Project Engineers/ SICOP Jammu/Kashmir.
5. All above concerned officers for information & compliance.
6. Incharge Website for hoisting the same on the official website of Corporation.
7. Order file/concerned file.