

Circular

Sub: CMWSSB – Fin (Comp) Dept – Physical verification of inventory audit firm – Details requested - Reg

Ref: 1 Work order letter dated 06.03.2023.

2. Mail from M/s.M.R.Narain & Co., dated 29.03.2023.

\*\*\*\*\*

With reference to 2<sup>nd</sup> cited, M/s M.R.Narain & Co., Audit firm appointed for physical verification of inventory has planned to conduct physical verification of inventory as per annexure enclosed.

The following details to be kept ready at the time of verification:

) To provide the following files / documents for the period from 01.04.2022 to 31/03.2023

- MTN / MTR
- MIIN
- SRN
- Stock and value report – month wise
- General Leger – Month wise
- Emergency purchases (if any)
- List of pending entries to be posted in Oracle inventory

) To Provide "List of Inventories – stocks & value schedules" as per Oracle software system generated for the period from 01/04/2022 to 31/03/2023 for GL codes 8200, 8210 and 8011 to 8025 - Three sets as duly signed

- Separately for Inventories
- Separately for Fixed assets
- Total for Inventories and Fixed Assets

) To Provide "List of Inventories – stocks & value schedules" as per Oracle software system generated ONLY for the day of 31/03/2023 ( from 31<sup>st</sup> to 31<sup>st</sup> ) for GL codes 8200, 8210 and 8011 to 8025 - Three sets as duly signed

- Separately for Inventories
- Separately for Fixed assets
- Total for Inventories and Fixed Assets

) To Provide " List of Discrepancies of Inventories- stocks & value schedules " – between system generated and Manual Register maintained as on 31/03/2023 for GL codes codes (eg.8200, 8210 and others) - as per Format of Discrepancies

- Separately for Inventories
- Separately for Fixed assets
- Total for Inventories and Fixed Assets

5) To Prepare "List of Variances of Inventories – stocks & value schedules" - as per system generated and Physical verification by Auditors for GL codes (eg 8200, 8210 and others) – as per Format provided " control sheet"


6) To Prepare " List of Excess items of Inventories - as per system generated and Physical verification by Auditors for the respective area codes (eg 8200, 8210 and others) – as per Format provided " control sheet "

7) Deputing coordinators for each location for conducting physical verification of Inventories.

8) To Provide confirmation/counter signature by the authorised persons in the respective locations for the completion of physical verification.

9) Discrepancies if any, to be discussed and finalized

2) All other records related to stores should be kept ready at the time of physical verification of inventory by the Audit firm.

  
5/5/23  
DCOF-11