

Guideline for carrying out Annual Board of Survey

In terms of F.R. 128 (1) (e) and Chapter XXIII of the Establishments Code of the University Grants Commission and other Circular Instructions, all fixed assets and stores of the University as at last date of the financial year should be physically verified by Boards of Survey which will be appointed for the purpose. Guideline to be followed when carrying out the Annual Board of Survey is given below for the reference of the respective committees.

1. Composition of Board of Survey

A Board of Survey should consist a minimum of two responsible persons, other than not immediately subordinate to the persons in physical charges of stores, inventory articles etc to be verified at least one of the members should be acquainted with the type of materials to be verified.

2. Responsibility of Board of Survey

The Board of Survey shall verify all plant and machinery, motor vehicles and spares, tool and equipment, furniture and fittings, etc in any premises belonging to the University.

3. Process of the verification

The Boards of Survey must satisfy themselves by physical inspection or by suitable documentary evidence that.

- (a) The Assets exist;
- (b) They are owned by the University;
- (c) All assets purchased or received as gifts and donations are recorded;
- (d) That they are properly valued ; and
- (e) They are in the custody of the proper party.

4. Complete Survey

The Boards of Survey should ensure a thorough and complete survey in every respect.

5. Period of Survey

Boards of Survey shall complete the survey within the following time frame.

5.1 Appointment of Board of Survey by **15th of December 2023**

5.2 To finalize physical verification of Stores by **15th January 2024**

5.3 To obtain the report of Board of Survey before **29th January 2024**

6. Duties of Boards of Survey

The Duties of the Board of Survey shall generally be as follows;

- 6.1 To examine the inventory registers, assets registers, tool books etc and satisfy that they have been properly posted up and balances.
- 6.2 Check & compare the schedules with the registers etc. referred to above and ensure the correctness of the balances shown in the schedules.
- 6.3 Verify by personal inspection, the physical existence and the quantity of items which the board is required to verify.
- 6.4 Report generally on,
 - (a) Unserviceable articles with recommendations for their disposal.
 - (b) Inventory items unaccounted for in the books of accounts & inventory registers but found in the premises which appears to be excessive.
 - (c) Extravagance idle capacity in the use of machinery, equipment etc.
 - (d) The course of action and suggestions conducive to better or fuller utilization or disposal.
 - (e) Any other matters which the Board of survey deemed necessary to be reported.

7. Procedure to be followed

- 7.1 The verification should not be confined only to the items shown in the schedules. All items found at the premises should be verified irrespective of the fact whether such articles are entered in the schedules.
- 7.2 A separate list of items, excluded in the schedules, but found in the premises should be prepared, and an explanation as to ownership and as to why they are not taken in to books should be obtained from the employee (s) responsible.
- 7.3 An acknowledgment should be obtained from the employee (s) whom the Board considers responsible in respect of any items found and such items should be kept in charge of the said employee (s) until such time as further directions are issued for the disposal such items.

7.4 All items subject to the survey should be physically verified and counted, and the quantity actually found should be entered in the relevant columns in the schedules.

7.5 Damaged or unserviceable items should be so indicated in the schedules with recommendations as to how such items should be disposed of.

7.6 Every item verified should be properly identified by the Boards. Should an item defy verification owing to difficulty in identification or because of other causes a description of the item in question, its book balance and the reasons for non-verification should be given in the schedules.

7.7 When verifying articles such as machines or instruments, the board should take care to see that all components and parts thereof are intact and make a note of any deficiencies discovered or damages noticed.

7.8 Where damaged articles are produced for verification the board should satisfy itself that the parts or pieces shown are those of the identical article and that the various parts and pieces put together from the complete articles. A note should be made of the nature and extent of any damage or deterioration noticed.

7.9 If any member of the Board is unable to identify any article, instrument, equipment etc. to his satisfaction, the board may seek the assistance of a competent person.

7.10 The store keeper or other officer, or employee whose store is being verified should himself or his representative be present during the verification of the stores entrusted to him.

8. Reporting

At the conclusion of the survey, the board shall prepare a **report in triplicate** on the lines suggested below whilst complying with the following instructions:

(a) Prepare and attach to the report;

- The list of **form "B"** deficiencies and surpluses, including missing components and parts of items as required in the part 6.1.1 of the Treasury Circulars (Tr & Aud.66);
- The List of **form "C"** list of unserviceable materials;

- A list of materials found in the location of the survey without being accounted for in the books;
- The Security measures adopted for the safe custody of inventory items and their adequacy, the arrangement and tidiness of stores, the maintenance of books, and the Boards conclusions thereon.
- Any submissions which the boards may think appropriate or advisable to make on the conduct of the survey or on matters incidental to or arising therefrom.

(b) All Copies of the report should be signed by all members of the Board. The date or date of verification should also be given in the report.

(c) Every deletion, insertion or amendment in the report and copies thereof should be initialed by each and every member of Board.

(d) A certificate from the person responsible for the inventory articles verified, to the effect that he produced all inventory articles in his charge or otherwise found in the premises including Condemned items and that the verification was conducted in his presence and he is satisfied with the survey.

9. Submission of the Report of the Board of Survey

The board of survey reports in triplicate should be submitted to the Assistant Registrar/General Services Division on or before **29th January 2024** in order to forward them to the Auditor general. ***(The incomplete forms will be returned).***

Inventory reports belongs to each Faculty should be sent to the Faculty DR /SAR/ AR according to the deadline and all Faculties should send collected reports to the Assistant Registrar / General Services Division.



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