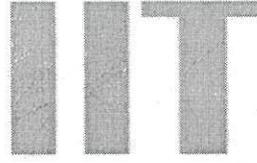




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : 91-542-6702069

FAX : 91-542-2367780, 2368428;

e-mail : registrar@itbhu.ac.in

कुलसचिव कार्यालय
(वार्षिक लेखा एवं तुलन पत्र)

Office of the Registrar
(Annual Accounts & Balance Sheet)

Ref. No.:- IIT(BHU)/Annual A/cs./2025-26/2266

Date:- 18.03.2026

NOTICE

Subject: Regarding closing value of inventories

This has reference to the Notice no IIT(BHU)/Annual A/cs./2024-25/10859 dated 17.12.2024 and IIT(BHU)/Annual A/cs./2025-26/2739 dated 16.04.2025 on the subject cited above. *(Copy attached)*

In this connection, as per Formats of Financial Statements for Central Higher Educational Institutions of MoE *closing physical stock held as on 31st March of all inventory items such as chemicals, consumables, stationery, building material, stores items and spare parts of machinery and equipment etc. indicating the values thereof whereof possible.*

Further, the value of closing stocks held on 31st March is set up as inventories by reducing the corresponding Revenue Expenditure on the basis of information obtained from Departments. They are valued at cost.

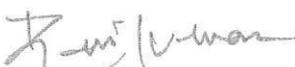
In this connection, it is requested to all the concerned to provide closing value (in Rs.) in the enclosed format of inventories as on 31st March 2026 positively by 16.04.2026 so that the same may be incorporated in the Annual accounts of the institute.


Asst. Registrar-Sr. Scale (Finance & Accounts)

Copy forwarded for information and necessary action to the following: -

1. All the Deans
2. All the Prof. In-charges
3. All the Associate Deans
4. All the Heads/Coordinators/P.Is of Department/Schools/Centre's
5. The Superintendent Engineer. IWD
6. The Chairman, Web Management & E-mail Services Committee- With the request to upload the same on the Institute Website
7. The Chairman, IWC
8. The Chairman, Senate Library Committee
9. The Chairman, Council of Wardens
10. The Chief Councilor - Gymkhana
11. The Chairman, IIT-Cafeteria
12. The Coordinator, GTAC
13. All Admin. Wardens/ Wardens-Hostels
14. The In-Charge UGD/IDD[IMD PT-1.
15. All the Joint Registrar/ Deputy Registrar/Assistant Registrar
16. All the Senior Superintendent/ Superintendent
17. P.S. to the Director
18. P.A. to the Registrar

Indian Institute of Technology (BHU)


Asst. Registrar-Sr. Scale (Finance & Accounts)



FORM GFR 23
[See Rule 211 (ii) (b)]

**STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY,
CHEMICALS, SPARE PARTS ETC.**

Name of Article..... Unit of Accounts

Date	Particulars	Suppliers Invoice No. and Date	Receipt	Issue Voucher No.	Issue	Balance	Unit Price
1	2	3	4	5	6	7	8

NOTE : User's indent in original shall be treated as issue voucher. Issue voucher number shall be in consecutive order, financial year wise and it should be noted on each indent.