

July 12, 2018

To,  
The Officiating Registrar,  
JK Lakshmi Pat University,  
Jaipur

Seen  
25/7/18  
- 71,

Respected Sir,

Following are the comments and enclosed list of missing items in reference to your kind remark on Physical Verification Report 2018.

**Summary of the Physical Verification Report 2018**

**Books (1-12136)**

**All Accessioned books as on 15<sup>th</sup> June 2018 were : 12136**

129 Books were written-off in previous years (2013-17)

6 Books found missing in 2012 & 2013 were written off on 02-08-2013

13 Books found missing in 2013 & 2014 were written off on 28-07-2014

15 Books found missing in 2014 & 2015 were written off on 16-07-2015

36 Books found missing in 2015 & 2016 were written off on 23-06-2016

59 Books found missing in 2016 & 2017 were written off on 05-05-2018

Total No. of Books for Physical Verification as on 15<sup>th</sup> June 2018 were : 12007

**Total Found Missing in 2017 (42 Books) and 2018 (49 Books) : 91**

**Project Reports (PR1 – PR527)**

**All Accessioned Project Report as on 15<sup>th</sup> June 2018 were : 527**

1 Project Report was written-off in previous years (2015-16)

1 Project Report was found missing in 2015 & 2016 was written off on 23-06-2018

Total No. of Project Report for Physical Verification as on 15<sup>th</sup> June 2018 were : 526

**Total Found Missing in 2017 (1 Project Report) and 2018 : 1**

Rest of the materials like CDs and DVDs, Bound Volumes and Theses are found in the LRC as per Accession Record.

**Remarks**

- Some preventive measures were taken with existing security system and vigilance minimize loss worked well in comparison to 2016.
- Out of 49 books found missing in 2018, 2 books were recovered (Acc. No. 4458 & 9506) after preparation of Physical Verification Report 2018.
- LRC will try to locate all missing materials.

**Loss of Books**

1. A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write-off the publications by competent authority.
2. Loss of 5 volume per 1000 volumes issued / consulted in a year may be taken as reasonable (as per Rule 215, General Financial Rules 2017, Ministry of Finance, Government of India).

(A)

Summary of 963 Accessioned CDs and DVDs (Accession No. CD1 – CD963)

S. No.	Particulars	No. of CD & DVD	Remarks
1.	CDs and DVDs Available with LRC	962	
2.	CD Check Out as on 25 <sup>th</sup> June 2018 (Till 4pm)	1	Check out report enclosed
<b>TOTAL</b>		<b>963</b>	

Summary of 1139 Accessioned Bound Volumes (Accession No. BV1 – BV1139)

S. No.	Particulars	No. of Bound Volumes	Remarks
1.	Bound Volumes Available with LRC	1139	
<b>TOTAL</b>			

Summary of 41 Accessioned Thesis (Accession No. TH1 – TH41)

S. No.	Particulars	No. of Thesis	Remarks
1.	Theses Available with LRC	41	
<b>TOTAL</b>			

Summary of 527 Accessioned Project Reports (Accession No. PR1 – PR527)

S. No.	Particulars	No. of Project Reports	Remarks
1.	Project Reports Available with LRC	526	
2.	Project Reports Missing	1 ✓	(Annexure-2)
<b>TOTAL</b>		<b>527</b>	

Physical Verification Committee Members:



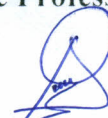
Dr. Ashwini Sharma  
Associate Professor, IM



Dr. Vipin Kumar Jain  
Associate Professor, IET



Mr. Laxmi Chand Sharma  
Sr. Lib. & Info. Assistant, LRC



Mr. Salauddin Khan  
Library Assistant, LRC



Mr. Pradeep Kumar Singh  
Library Attendant, LRC

**JK LAKSHMIPAT UNIVERSITY  
JAIPUR**

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**Office Order**

No. JKL/REG/170  
June 20, 2018

A committee consisting of the following members is constituted for physical verification of the LRC resources and facilities:

1. Dr. Ashwini Sharma
2. Dr. Vipin Kumar Jain

The following library team members to assist:

1. Mr. Laxmichand Sharma
2. Mr. Salauddeen Khan
3. Mr. Pradeep Kumar Singh

Mr. Mukesh Pathak to facilitate access to all relevant documents.

The committee to submit its report latest by July 10, 2018.

  
(K K Maheshwari)  
Officiating Registrar