

GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE (DEFENCE DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
MET. HEADQUARTERS, ISLAMABAD

No.-41(20)/2022-23/Vol-I / 6797

17th
14 July-2026

MEMORANDUM

Subject: PHYSICAL VERIFICATION OF STORES AND LIABRARY STOCKS FOR EACH FINANCIAL YEAR

Directorate General Audit (Federal Government) is regularly raising audit observations regarding non-compliance with the provisions of the General Financial Rules relating to Internal Check of Accounts and Physical Verification of Stores despite issuance of circulars/memorandums every year.

2. In pursuance of Para 13 and Para 159-161 of the General Financial Rules (GFR, VOL-1), all offices are requested to nominate a senior officer, well versed in financial matters and not directly dealing with accounts, procurement or custody of stores, to carry out the Internal Check of Accounts and Physical Verification of Stores (including library stocks, where applicable) for FY 2024-25. Separate certificates regarding both exercises, indicating the results and action taken on discrepancies, if any, shall be recorded.

3. The following points shall be ensured as per rules while conducting ibid referred tasks:

A. Internal Check of Accounts

- Rules relating to the handling and custody of cash are properly observed.
- Account books and other prescribed financial records are properly maintained, signed and stamped as well as entries done on bills/invoices.
- Expenditure incurred with correct appropriation /head of accounts within delegated authority and financial rules observed.

B. Physical Verification of Stores

- Physical verification shall be carried out in the presence of the officer responsible for the custody of stores or his representative.
- Shortages, damages and unserviceable stores shall be reported to the competent authority for necessary action under the relevant rules.

4. Further, copies of the Internal Check of Accounts and Physical Verification Certificate may please be furnished to Headquarters office till 31st July, 2026.


Namra Muzaffar
Accounts Officer
for Director General
Pakistan Meteorological Department

Distribution:

- 1) Chief Meteorologist Met. Complex Karachi.
- 2) Chief Meteorologists, Flood Forecasting Division, Lahore.
- 3) Director, RMC Lahore / Peshawar / Karachi / Quetta / Gilgit / IMG / CDPC.
- 4) ✓ Webmaster / Sr. Programmer Islamabad (with the request to upload the same on official website of PMD).

Copy to:

- 1) Director, Planning PMD HQ's Islamabad.