## Format for Physical Verification of Stock For the Year 2021-2022 as on 31-03-2022

FACU	FACULTY OF:			OFFICE/SCHOOL/ SECTION :-	SCH00)	U/SECT	ON:			YEAR:-	YEAR:- 2021-2022	22
Historia de la compansión de la compansi												
Single	Description of the Item / Equipment/Fur niture & Fixtures	Date of Purchase [if available	Value [if available ]	Company from whom purchased	Opening Balance as on 1st April	Qty / No. added during the year	Qty / No. I on 3	Qty / No. Physically available as on 31st March 2022	ilable as 22	Excesses / Shortage	Deatils of unservic able	Remarks
			We was 11 12	available]	1707		Serviceabl e	Un- serviceable	Total	(	items	
	2	3	4	5	6	7	٥					
erio de Participa							٥	7	10	11	112	13
etro de produce												
Report P	Report Prepared By School/Section Committee Signatures :-	ool/Section	1 Committ	ee Signatur	es :-							and the second s
Forward	Forwarded by Head of the School/Section:	he School/S	Section:	**************************************		Date:						
Physics  1. Name of	Physically Verified by Officers of the Physical Verification Committee:  1. Name & Signatures	Officers of	f the Physi	cal Verifica Name & Si	tion Comi gnatures	nittee:-	3. Na	sical Verification Committee:-  2.Name & Signatures	res			
For Schoo	For Schoots/Sections : Betails to be filled from Column 1 to 7 as per the details available in their respective Stock Registers/physically available	uls to be fill	led from Co	olumn 1 to 7	as per the	details avai	lable in their	respective St	ock Regist	ers/physica	lly availabl	

For Physical verification Committee: To physically verify the details entered in the above report with equipments/furnitures/fixtures/items, etc., physically available in the Schools/Sections, and fill the above report from Column 8 till 11/12, identifying shortages and excess, if any,