

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

<b>FACULTY OF :-</b>			<b>OFFICE/SCHOOL/SECTION :-</b>					<b>YEAR:- 2021-2022</b>				
Sr.No.	Description of the Item / Equipment/Furniture & Fixtures	Date of Purchase [if available]	Value [if available]	Company from whom purchased [if available]	Opening Balance as on 1st April 2021	Qty / No. added during the year	Qty / No. Physically available as on 31st March 2022			Excesses / Shortages	Deaths of unserviceable items	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>Report Prepared By School/Section Committee Signatures :-</b>												

Forwarded by Head of the School/Section: ..... Date:- .....

Physically Verified by Officers of the Physical Verification Committee:-

1. Name & Signatures ..... 2.Name & Signatures ..... 3. Name & Signatures .....

For Schools/Sections : Details to be filled from Column 1 to 7 as per the details available in their respective Stock Registers/physically available

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.