

No.F.4 (3)-EE/RDSD/17-18 dt.29.05.2017
GOVERNMENT OF TRIPURA
RURAL DEVELOPMENT DEPARTMENT
OFFICE OF THE CHIEF ENGINEER
GURKHABOSTLAGARTALA

MEMORANDUM

SUB: - Annual Physical Store Verification of District/Divisional and Block level stores under R.D. Department during 2017-18 for the financial year '16-'17 and appointment of officers.


1. Annual physical store verification of District/Divisional/Block go downs for 2016-'17 financial year's transaction will be conducted by the officers as shown in the annexure-A during the period from 1) 12.06.2017 to 16.06.2017 for all Block Stores. 2) 12.06.2017 to 16.06.2017 for Teliamura, Shantirbazar, Manu & Satchand RD Divisional Stores 3) 12.06.2017 to 24.06.2017 for R.K Nagar, Bishramganja, Kumarghat, Ambassa, Amarpur & Udaipur District/Divisional stores as per following guidelines:-
2. Appointed officers should be released by the concerned head of the office in time.
3. Head of the stores are requested to furnish all relevant documents to the officers, appointed for verification. All sorts of assistance should be rendered to the officers.
4. During the verification period all sort of transaction in all the R.D. Stores will remain suspended and store locks will be sealed by designated officers daily after completion of work.
5. The verification will be conducted in two phases: (a) Store record verification, (b) physical stock verification.
 - a) Store record verification shall involve checking of the register, indents, challan, counterfoil, issue rates etc. The individual entries (entered after last year verification) of register and closing stock as on the date of completion of theoretical check will be checked and marked.
 - b) During physical verification, the existing stock will be counted/ measured/ weighed and to be recorded in stock register. Thereafter the verified figure of record and physical verification figure shall be compared and if discrepancy is found shall be mentioned in the report as well as stock register.
6. During the verification, the following points should be carefully examined.
 - a) Whether the register, indent.GRS.gate passes etc are maintained properly.
 - b) Whether any stores are issued without realization of fund as per issue rate.
 - c) Whether any unaccounted stores are found in the Godown.
 - d) Whether any excess/shortage of stores is detected.
 - e) If any discrepancy is detected during the verification, it should be reported in details.
 - f) Whether action has been taken in maintaining store accounting system as per observation of last store verification report.
 - g) In case of district store, the verifying team must check the entries in respect of inter district stock transfer (IDST). (IDST order copies will be available with respective store.)
 - h) In case of District stores supplier's bill (against procurement of materials) which were sent for payment to be verified with stock register.
 - i) Details of unserviceable/ dead stock/ scrape & long pending stocks of useable materials of store should be carefully verified and to be reported in a separate format.
 - j) Issue of materials against FTO under MGNREGA (the statement of FTO under MGNREGA must be submitted separately.
 - k) Whether any materials issued under MGNREGA without FTO.
7. The verifying team must check as to whether the indents are passed based on the deposited fund/challan/counterfoil/FTO against the specific indent.They should also calculate the total indent value deposited by the respective store against the passed indent.The statement must be enclosed with the verification report, It should also be reported if pending indent registers are properly maintained by District/Block stores and IIOs are closing the indents on receipt of stores.
8. The statement of value deposit through FTO under IAY (15-16) for GCI Sheet to be submitted separately.
9. The verifying team will also carefully examine the action taken by the head of store on the observation note/report of last verification and indicate in brief note on the action taken points.If action on last verification is not taken by Head of the stores it should be reported. In case of shortage, photocopy of recovery challan to be attached.



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10. The verification report should be prepared in 6 (six) copies and in each page, the signature of store keeper, Engineer-in-charge and head of (EE/BDO) should be obtained before submission.
11. One copy of report should be handed over to respective office, one should be sent to respective District Magistrate & Collector, one copy should be sent to respective EE, one copy should be sent to the undersigned and another copy should be sent to the Executive Engineer (Store Division). Last copy will be retained by team officers, conducted the verification. Verifying team will submit all the copies to the respective Head of Office i.e. B.D.O and Executive Engineer. They will, in turn send all copies as mentioned above.
12. Un-authorized absent from store verification will be viewed seriously.

Note: - All are requested to go through the guidelines carefully before starting the verification. The reports must be submitted as per guidelines as well as supplied format only. Any manipulation of the supplied format will not be accepted.



Chief Engineer
R.D. Department,
Agartala.

To

_____/Assistant Engineer/Junior Engineer/ Mechanics/ Work Assistant.
_____/R.D Circle/R.D Division/R.D Block.

Copy to the:

1. PS to the Secretary to the Govt. of Tripura, R.D Department for information of authority.
- 2-9 District Magistrate & Collector, West Tripura/Sepahijala/Khowai/Gomati/South Tripura/North Tripura/Dhalai /Unakoti District.
- 10-13 Superintending Engineer, R.D 1st Circle, Agartala/2nd Circle, Udaipur/3rd Circle, Kumarghat/4th Circle Ambassa.
- 14-24 Executive Engineer, Agartala/Bishramganj/Teliamura/Udaipur/Santirbazar/Amarpur/ Satchand/ Ambassa/Kumarghat/Manu/Kanchanpur for information and necessary action. Also they are requested to inform the appointed officials if transferred and released from their establishment in the intermediate period.
- 25-82 All Block Development officers, R.D Block for information and necessary action. Also they are requested to inform the appointed officials if transferred and released from their establishment in the intermediate period.
- 83- 218 Junior Engineer-in-charge/store keeper,R.D District/Block store.


Chief Engineer
R.D. Department,
Agartala

APPOINTMENT OF VERIFICATION TEAM

Team No	Sl no	Name	Designation	Name of stores for which appointed
1	1	Er Manoj Manumdar	A.E of Amarpur RD Division	R.K Nagar RD Store under E.E, Agartala R.D Division.
	2	Er Sanjay Debbarma	A.E of Amarpur RD Division	
	3	Er Sukdeb Goswami	J.E of Amarpur RD Division	
	4	Er Atanu Ray	J.E of Amarpur RD Block	
	5	Md Fazal Ali	Work Assistant of Killa R.D Block	
	6	Sri Rabi Ch Rang	Work Assistant of Silachari R.D Block	
2	7	Er Bimal Ch Barman	A.E of Ambassa RD Division	Bishramganja R.D store, under EE, Bishramganja R.D Division.
	8	Er Lalbahadur Debbarma	A.E of Ambassa RD Division	
	9	Er Saradindu Sarkar	J.E of Ambassa RD Division	
	10	Er Bhaskar Das	J.E of Ambassa R.D Division	
	11	Sri Suranjan Sarkar	Mechanics of Salema RD Block	
3	12	Er Sutanu Bhatyacharya	A.E of Kanchanpur RD Division	Udaipur R.D Store, under EE,Udaipur R.D Division.
	13	Er Abul Hussain	A.E of Kanchanpur RD Division	
	14	Er Pritam Sarkar	J.E of Kanchanpur RD Division	
	15	Er Litan Das	J.E of Kanchanpur RD Division	
	16	Sri Kebaljoy Reang	Work Assistant of Kanchanpur RD Division	
	17	Sri Mukta Ch Chakma	Jr Mechanics of Pecharthal R.D Block	
4	18	Er Sanjit Reang	A.E of Satchand RD Division	Ambassa R.D Store, under EE,Ambassa RD Division.
	19	Er Samarendra Debbarma	A.E of Satchand RD Division	
	20	Er Amal Kanti Tripura	J.E of Satchand RD Division	
	21	Er Subrata Baidya	J.E of Satchand RD Division	
	22	Sri Bijoy Sen	Work Assistant of Satchand RD Division	
	23	Sri Kanti Lal Das	Work Assistant of Satchand RD Block	
5	24	Er.Laxman Das	A.E of Udaipur RD Division	Kumarghat R.D Store, under EE, Kumarghat R.D Division.
	25	Er. Amiya Tripura	A.E of Udaipur RD Division	
	26	Er Chiranjeet Sukla Das	J.E of Udaipur RD Division	
	27	Er Ramlal Debnath	J.E of Udaipur RD Division	
	28	Sri Arun Kr Das	Mechanics of Kakraban RD Block	
	29	Sri Haradhan Rudra Pal	Work Assistant of Tepania RD Block	
6	30	Er Harilal Debnath	A.E of Bishramganja RD Division,	Satchand RD store under EE,Satchand RD Division.
	31	Er Sanjib Sinha	J.E of Bishramganja RD Division,	
	32	Sri Nirmal Debnath	Work Assistant of Bishramganja RD Division	
7	33	Er Susanta Kr Ray	A.E of Kumarghat RD Division	Amarpur R.D Store under EE, Amarpur RD Division.
	34	Er Abhijit Biswas	J.E of Kumarghat RD Division	
	35	Er Sudip Chakraborty	J.E of Kumarghat RD Division	
	36	Sri Nupur De	Mechanic of Kumarghat RD Block	

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Team No	Sl no	Name	Designation	Name of stores for which appointed
8	37	Er Sona Ranjan Debbarma	A.E of Agartala RD Division	Manu R.D Store Under EE, Manu RD Division.
	38	Er Gautam Debbarma	J.E of Agartala RD Division	
	39	Sri Bhudrai Debbarma	Mechanics of Dukli R.D Block	
9	40	Er Dibakar Shil	AE of Shantirbazar RD Division	Singhicherra R.D Store Under EE, Teliamura RD Division.
	41	Er Sukanta Patari	JE of Shantir Bazar RD Division	
	42	Sri Pradip Chakma	Work Assistant of Shantirbazar R.D Division	
10	43	Er Sambhu Sarkar	AE of Manu RD Division	Shantirbazar R.D Store under EE Shantirbazar RD Division
	44	Er Joydeep Saha	J.E of Manu RD Division	
	45	Sri Dilip Kr Das	Work Assistant of Manu RD Block	
11	46	Er Mithun Debnath	J.E of RD 3rd Circle, Kumarghat	Jirania RD Block
	47	Sri Debabsish Deb	Mechanics of Gournagar RD Block	
12	48	Er Sudip Chakraborty	J.E of Panisagar R.D Block	Mandwai RD Block
	49	Sri Rahul Bhatyacharjee	W.A of Panisagar R.D Block	
13	50	Er Subhrajit Das	J.E of Ambassa RD Division	Old Agartala RD Block
	51	Sri Ranjit Kr Das	Mechanics of Gournagar RD Block	
14	52	Er Maheswar Debbarma	J.E of Jampuijala R.D Block	Belbari RD Block
	53	Sri Jhulan Banik	Mechanics of Gournagar RD Block	
15	54	Er Ranjan Das	J.E of Kathalia R.D Block	Mohanpur RD Block
	55	Sri Shyamal Pal	W.A of Kathalia R.D Block	
16	56	Er Prasenjit Das	J.E of Boxanagar R.D Block	Lefunga RD Block
	57	Sri Utpal Das	Mechanics of Durga Chow R.D Block	
17	58	Er Prasanta Laskar	J.E of Durga Chow R.D Block	Hezamara R.D Block
	59	Sri Suchir Debbarma	Mechanics of Durga Chow R.D Block	
18	60	Er Saumitra De	J.E of Kanchanpur R D Division	Bamutia R.D Block
	61	Sri Alok Shil	Mechanics of Durga Chow R.D Block	
19	62	Er Apu Ranjan Kar	J.E of Udaipur R.D Division	Dukli R.D Block
	63	Sri Ratan Das	Work Assistant of Udaipur R.D Division	
20	64	Er Tapanmoy Baidya	J.E of Matabari R.D Block	Bishalgrh R.D Block
	65	Sri Nirmal Kr Sarkar	W.A of Rajnagar R.D Block	
21	66	Er Gulam Mustafa	J.E of Matabari R.D Block	Jampuijala R.D Block
	67	Sri Krishna Kamal Datta	Work Assistant of Kakraban RD Block	

Team No	Sl no	Name	Designation	Name of stores for which appointed
22	68	Er Sumanta De	J.E of Matabari R.D Block	Boxanagar R.D Block
	69	Sri Dilip Majumdar	Work Assistant of Hrishyamukh R.D Block	
23	70	Er Arghya Datta	J.E of Hrishyamukh R.D Block	Kathalia R.D Block
	71	Sri Satyanarayan Chakraborty	Mechanic of Hrishyamukh R.D Block	
24	72	Er Sumit Ch Nag	J.E of Manu R.D Division	Nalchar R.D Block
	73	Sri Nityananda Chanda	W.A of Kumarghat R.D Block	
25	74	Er Himangsu Banik	J.E of Durga Chow RD Block	Mohanbhog RD Block
	75	Sri Sujit Das	W.A of Damcherra R.D Block	
26	76	Er Himangsu Burmān	J.E of Agartala RD Division	Charilam RD Block
	77	Sri Animesh Deb	Mechanics of Gauranagar RD Block	
27	78	Er Partha Debnath	J.E of Nalchar RD Block	Matabari RD Block
	79	Sri Prankrishna Nandi	W.A of Poangbari R.D Block	
28	80	Er Amit Bhatyacharjee	J.E of Nalchar R.D Block	Killa R.D Block
	81	Sri Swapan Debnath	W/A of Nalchar R.D Block	
29	82	Er Abdul Rahim	J.E of Boxanagar R.D Block	Kakraban R.D Block
	83	Sri Narayan Debnath	Jr Mechanic of Boxanagar R.D Block	
30	84	Er Pradipta Nag	J.E of Kanchanpur RD Division	Amarpur R.D Block
	85	Nazrul Islam	Jr Mechanic of Kathalia R.D Block	
31	86	Er Daiamond Khisa	J.E of Jampuijala R.D Block	Ompi R.D Block
	87	Sri Bidhu Debbarma	W.A of Jampuijala R.D Block	
32	88	Er Manoj Debbarma	J.E of Jampuijala R.D Block	Karbook R.D block
	89	Sri Chaitra Debbarma	Jr Mechanic of Hezamara RD Block	
33	90	Er Binode Debbarma	J.E of Hezamara RD Block	Silachari R.D Block
	91	Sri Kabir Hussain	Jr Mechanic of Mohanpur RD Block	
34	92	Er Tapas Barua	J.E of Agartala RD Division	Tepania R.D Block
	93	Sri Ramendra Debbarma	Jr Mechanic of Belbari RD Block	



Team No	Sl no	Name	Designation	Name of stores for which appointed
35	94	Er Amar Saha	J.E of Jirania RD Block	Hrishyamukh R.D Block
	95	Sri Dhananjaoy Datta	Jr Mechanic of Hezamara RD Block	
36	96	Er Sohel Alam	J.E of Bishramganja R.D Division	Bokafa R.D Block
	97	Sri Narayan Das	Jr Mechanics Nalchar R.D Block	
37	98	Er Rajib Rn Saha	J.E of Mohanbhog R.D Block	Rajnaragar RD Block
	99	Sri Sanjit Majumdar	W.A of Nalchar R.D Block	
38	100	Er Biswajit Debnath *	J.E of Padmabil R.D Block	Jolaibari R.D Block
	101	Sri Subhankar Roy	W.A of Lefunga R.D Block	
39	102	Er Dipayan Basak	J.E of Kumarghat R.D Block	Satchand R.D Block
	103	Sri Rabindra Nama Sudra	Work Assistant of Padmabil RD Block	
40	104	Er Vidyasagar Debbarma	J.E of Mandwai R.D Block	Rupaichari R.D Block
	105	Sri Jatan Debbarma	W/A of Kalyanpur R.D Block	
41	106	Er Ramesh Debbarma	J.E of Hezamara RD Block	B.C Nagar RD Block
	107	Sri Himadri Saha	Mechanics of Damcherra R.D Block	
42	108	Er Litan Bhowmik	JE of Dukli RD Block	Poangbari RD Block
	109	Er Tapan Debbarma	Work Assistant of Mohanpur R.D Block	
43	110	Er Subhayan Debnath	J.E of Bamutia R.D Block	Teliamura R.D Block
	111	Sri Binode Datta	Jr Mech of Bamutia R.D Block	
44	112	Er Samuel Debbarma	J.E of Rajnaragar R.D Block	Mungiakami R.D Block
	113	Sri Subodh Debbarma	Jr Mech of B.C Nagar R.D Block	
45	114	Er Rajib Paul	J.E of Jolaibari R.D Block	Kalyanpur R.D Block
	115	Sri Ajit Sarkar	W/A of B.C Nagar R.D Block	
46	116	Er Ajay Chowdhuri	J.E of Jolai Bari R.D Block	Khowai R.D Block
	117	Sri Tapas Paul	Jr Mechanic of Jolai Bari R.D Block.	

Team No	Sl no	Name	Designation	Name of stores for which appointed
47	118	Er Haichinga Mog	J.E of Satchand R.D Block	Tulashikhar R.D Block
	119	Sri Jatanmani Chakma	W.A of Rupaichari R.D Block	
48	120	Er Ripan Debnath	J.E of Satchand R.D Block	Padmabill R.D Block
	121	Sri Sachindra Ch Majumdar	Jr Mechanis of Rupaichari R.D Block	
49	122	Er Rajesh Deb	J.E of Dasda R.D Block	Ambassa R.D Block
	123	Sri Himangsu Das	W.A of Dasda R.D Block	
50	124	Er Rajesh Debbarma	J.E of Khowai R.D Block	Durga Chowmohani R.D Block
	125	Sri Tapan Ch Sarkar	Mechanics of Khowai R.D Block	
51	126	Er Sanjay Reang	JE of Hrishyamukh R.D Block	Dumburnagar R.D Block
	127	Sri Dinesh Chowdhuri	W.A of B.C Nagara R.D Block	
52	128	Er Swapan Ch Das	J.E of Teliamura RD Division	Salema R.D Block
	129	Sri Haribhusan Das	W.A of Teliamura R.D Block	
53	130	Er Sankar Debnath	J.E of Bishramganja RD Division	Manu R.D Block
	131	Sri Debabrata Purakayastha	Mechanics of Chandipur R.D Block	
54	132	Er Manojit Debbarma	J.E of Teliamura R.D Division	Chawmanu R.D Block
	133	Sri Subodh Debbarma	W/A of Mungiakami R.D Block	
55	134	Er Kaushik Debbarma	J.E of Killa RD Block	Raishya bari RD Block
	135	Sri Harendra Debbarma	W/A of Damcherra R.D Block	
56	136	Er Natalal Debbarma	J.E of Killa RD Block	Ganganagar RD Block
	137	Sri Nibedan Kr Reang	W/A of Damcherra R.D Block	
57	138	Er Hillol Das	J.E of Bishramganja R.D Division	Kumarghat R.D Block
	139	Sri Arabinda Kr De	W.A of Satchand RD Block	
58	140	Er Rajat Banik	J.E of Agartala R.D Division	Gaurnagar R.D Block
	141	Sri Ananjan Debbarma	W.A of Dukli RD Block	
59	142	Er Prasanta Chakraborty	J.E of Bishakgarh R.D Block	Jubaraj Nagar R.D Block
	143	Md Basu Mia	W/A of Bishakgarh R.D Block	
60	144	Er Uttam Debnath	J.E of Agartala R.D Division	Panisagar R.D Block
	145	Sri Sankar Prasad Sharma	W.A of Dukli RD Block	
61	146	Er Sukhen Patwari	J.E of Teliamura R.D Division	Kadamtala R.D Block
	147	Sri Krishna Mohan Sinha	W.A of Teliamura R.D Block	

Team No	Sl no	Name	Designation	Name of stores for which appointed
62	148	Er Dhiman Debnath	J.E of Ambassa RD Division	Damcherra R.D Block
	149	Sri Jagannath Munda	W.A of Padmabill RD Block	
63	150	Er Pranay Kr Jamatia	J.E of Agartala R.D Division	Pecharthal R.D Block
	151	Sri Khokan Das	W.A of Dumburnagar R.D Block	
64	152	Er Amiya Bhushan Das	J.E of Jirania R.D Block	Dasda R.D Block
	153	Sri Sushil Debbarma	Jr Mechanics of Padmabill R.D Block	
65	154	Er Sankar Kar	J.E of Rupaichari R.D Block	Jampui hill R.D Block
	155	Sri Dulal Majumdar	W/A of Rupaichari R.D Block	
66	156	Er Pradip Debnath	J.E of Udaipur RD Division	Chandipur R.D Block
	157	Sri Chelafru Mog	W.A of Bokafa R.D Block	
67	158	Er Girendra Debbarma	JE of Karbook RD Block	Kalacherra RD Block
	159	Sri Ranjit Debbarma	Jr Mechanics of Tulashikhar RD Block	
68	160	Er Saha Alam	J.E of Udaipur RD Division	Laljuri RD Block
	161	L.Piangluma Darlong	W.A of Manu R.D Block	

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 Chief Engineer
 R.D. Department,
 Agartala

FORMAT FOR STORE VERIFICATION '16-'17 DURING 2017-18

The report of physical verification should be submitted in the following proforma/format.

- a) Name of District :
- b) Name of store (Division/Block) :
- c) Name & Designation of officer, conducted the verification :
- d) Detailed of verification(principal Items):- (Only R.D.Store related items to be mentioned)

Item	Opening Stock based on last verification report	Closing stocks as on date of verification as per stock register	Physical stock found	Remarks (Detailed comment i.e. excess, shortage etc should be written)
1	2	3	4	5

* If necessary , extra page may be used, following same format.

Signs. of verifying team

Sign. Of store keeper

Sign. Of Store Incharge.

Sign of EE/BDO



e) Details of spare parts of M-II/M-III/OHP/Electric/Diesel/Petrol pump/IAY-NUT bolt, washer, J-Hook 100% verification of 10% item(selected at random) should be conducted.

Item	Opening Stock based on last verification report	Closing stocks as on date of verification as per stock register	Physical stock found	Remarks	
				(Detailed comment i.e. excess, shortage etc should be written)	Whether these materials can be withdrawn from go-down (comments to be submitted in consultation with EE/BDOs)
1	2	3	4	5	

* If necessary , extra page may be used following same format.

Signs. Of verifying team

Sign. Of store keeper

Sign. Of Store Incharge.

Sign of EE/BDO



Following check list must be filled by the verifying officers during verification of District store/Block store.

CHECKLIST

SL No.	Particulars	Comments of Verifying officer	Remarks
1	Whether theoretical verification has been conducted sealing the store/go-down		
2	Whether the closing balance as per last verification is reflected as opening stock.		
3	Whether individual entries in stock register has been checked.		
4	Whether the physical verification has been conducted (counted measured, weighed) and physical stock has been reflected in the relevant pages in the stock register.		
5	Whether all entries in the stock register has been initialled by head of the store.		
6	Whether any over writing & correction fluid has been used in the entries, if so whether the same has been verified & initialled by the head of the store and the verifying team.		
7	Whether register, indent, GRS, Gate Pass, bin card has been maintained or not.		
8	Whether the action taken report has been sent to C.E.(R.D.Department) as per observation note/discrepancies detected during last verification. A Copy of action taken report submitted to the undersigned after last verification should be collected and submitted to the report of this year. In case of shortage photocopy of recovery challan should be submitted		
9	Whether the entries have been made and action taken following the decision communicated by the department/authority regarding last verification.		
10	Whether any shortage/excess/major discrepancies detected during verification & Properly reflected in the report.		
11	Whether all sort of co-operation has been received from the respective head of the store & all information supplied for verification purpose.		
12	Whether any unaccounted store has been found in the store.		
13	Whether any unserviceable materials found in the store which are not utilizing in the department work nor initiated any write off proposal for disposal of the materials.		
14	Whether any materials issued without proper indent or gate pass		
15	Whether any materials issued without FTO under MGNREGA.		
16	Whether any materials issued without depositing fund in the suspense head of account/Indent Account.		



SL No.	Particulars	Comments of Verifying officer	Remarks
17	Whether after verification, discussion held with the head of store by the verifying team.		
18	Whether the fund deposited through Challan/FTO/COUNTERFOIL for passing of indent has been reflected in the cash book.		
19	Whether any long pending indent detected in the verification.		
20	Whether copy of total no. Of challan/counterfoil/FTO against passed indent has been scrutinized & compared with the indent value.		
21	Total amount of fund deposited through challan/counterfoil/FTO during year 16-17.		
22	Whether the weigh Bridge/Scale is working properly and it has been stamped by the Legal Metrology Department. Copy of certificate of stamping of legal metrology (not by Avery) to be enclosed with verification report.		
23	Whether Weigh Bridge/Weigh Scale is periodically checked by the representative of Avery India Limited.		
24	Whether the verifying team wants to put any other points, if so that may be written in this column.		

Signature of verifying officers

1.

2.

3.

Format for Unserviceable /Scrap material

SI No	Name of item	Unit	Physical stock found	Remark (How long stock is lying. Whether stock is maintained in the stock book, last action taken to dispose/write off)

*If necessary, extra page may be used for following same format.

Signs. Of verifying team

Sign of storekeeper

Sign of store In-charge

Sign of EE/BDO



Format for long pending stock of useable/serviceable materials

SI No	Name of item	Unit	Physical stock found	Serviceable /Useable	Remark	
					(How long stock is lying. Whether stock is maintained in the stock book, last action taken in this regard)	Whether these materials can be withdrawn from go-down (comments to be submitted in consultation with EE/BDOs)

*If necessary, extra page may be used for following same format.

Sign. of verifying team

Sign of storekeeper

Sign of store In-charge

Sign of EE/BDO

