

No.F.4 (3)-EE/RDSD/18-19 dt.27.04.2018
GOVERNMENT OF TRIPURA
RURAL DEVELOPMENT DEPARTMENT
OFFICE OF THE CHIEF ENGINEER
GURKHABOSTI, AGARTALA

MEMORANDUM

SUB: - Annual Physical Store Verification of District/Divisional and Block level stores under R.D. Department during 2018-19 for the financial year '17-'18 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)21.05.2018 to 25.05.2018 for all Block Stores. 2) 21.05.2018 to 25.05.2018 for Teliamura, Manu, Shantirbazar, & Satchand RD Divisional Stores 3) 21.05.2018 to 31.05.2018 for R.K Nagar, Bishramganja, Kumarghat, Ambassa, Udaipur & Amarpur 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. Verification should be started from the
6. 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 (**starting from the date of last verification's closing date**). 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.
7. 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.**
8. 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.
9. The statement of value deposit under PMAY (16-17) for PPGI Sheet to be submitted separately.
10. 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.

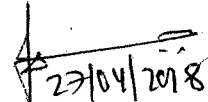
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11. The verification report should be prepared in 6 (six) copies and in each page, the signature of store keeper, Engineer-in-charge and head of (EE/BDO) should be obtained before submission.
12. One copy of report should be handed over to respective 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.
13. Verification teams should collect all Gate passes issued to Block store from respective District/Divisional stores after last verification end date. District/Divisional Stores are requested to keep ready of all those Gate passes.
14. 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.

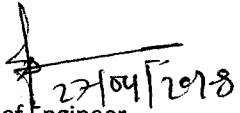

 Chief Engineer
 R.D. Department,
 Agartala.

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 teams

Team No	SL No	Name	Designation	Name of the store for which appointed
1	1	Er. Paban Debbarma	A.E of S.E R.D 2 nd Circle, Udaipur	R.K Nagar R.D District Store Under E.E, Agartala R.D Division, West Tripura District.
	2	Er. Samarendra Debbarma	A.E of Satchand R.D Division	
	3	Er. Subhasish Majumdar	J.E of S.E R.D 2 nd Circle, Udaipur	
	4	Er. Champakoli Das	J.E of S.E R.D 2 nd Circle, Udaipur	
	5	Sri Aravinda Kr. Dey	W/A of Satchand R.D Block.	
	6	Sri Ratan Das	W/A of Udaipur RD Division	
2	7	Er. Sujit Kr Das	A.E of S.E 1 st Circle,Agartala	Bishramganja R.D District Store under E.E, Bishramganja R.D Division, Sepahijala District.
	8	Er. Nabanita Saha	A.E of S.E 1 st Circle,Agartala	
	9	Er. Himani Debbarma	J.E of Agartala R.D Division	
	10	Er Rakesh Debnath	J.E of Chief Engineer, RD, Agartala	
	11	Er.Jaya Das	J.E of Dukli R.D Block	
	12	Sri Anjan Debbarma	W/A of Dukli RD Block	
3	13	Er.Uttam Kr Banik	A.E of Agartala RD Division	Manu R.D Divisional Store under EE, Manu R.D Division, Dhalai District.
	14	Er. Rajat Banik	J.E of Agartala RD Division	
	15	Er. Saurav De	J.E of Teliamura RD Block	
	16	Sri Budhurai Debbarma	Mech of Dukli R.D Block	
4	17	Er. Binay Sinha	A.E of S.E R.D 4 th Circle, Ambassa	Kumarghat RD District Store under E.E,Kumarghat R.D Division, Unakoti District.
	18	Er. Lal bahadur Debbarma	A.E of Ambassa RD Division	
	19	Er. Bhaskar Das	J.E of Ambassa RD Division	
	20	Er Dhiman Debnath	J.E of Ambassa RD Division	
	21	Sri Suranjan Sarkar	Mechanic of Salema RD Block	
5	22	Er.Sutanu Bhatyacharjee	A.E of Kanchanpur RD Division	Ambassa RD District Store under EE, Ambassa RD Division, Dhalai District.
	23	Er.Md Abul Hussain	A.E of Kanchanpur RD Division	
	24	Er.Pradipta Nag	J.E of Kanchanpur RD Division	
	25	Er Pritam Sarkar	J.E of Kanchanpur RD Division	
	26	Sri Kebaljay Reang	W/A of Kanchanpur RD Division	
6	27	Er.Harilal Debnath	A.E of Bishramganja RD Division	Shantir Bazar RD Divisional Store under EE,Shantirbazar RD Division, Gomati District
	28	Er Samiran Das	A.E of Bishramganja RD Division	
	29	Er.Sanjib Sinha	J.E of Bishramganja RD Division	
	30	Sri Babul Goswami	W/A of Bishramganja RD Division	
	31	Sri Nirmal Debnath	W/A of Bishramganja RD Division	
7	32	Er. Maheswar Debbarma	A.E of Teliamura RD Division	Udaipur R D District Store under EE, Udaipur RD Division, Gomati District
	33	Er. Subodh Mallik	A.E of Teliamura RD Division	
	34	Er. Dipankar Ghosh	J.E of Teliamura RD Division	
	35	Er. Sukhen Patwari	J.E of Teliamura RD Division	
	36	Er.Sohel Alam	J.E of Bishramganja R.D Division	
	37	Sri Birendra Debnath	W/A of Teliamura RD Division	

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Team NO	SL No	Name	Designation	Name of the store for which appointed
8	38	Er. Sanjoy Debbarma	A.E of Amarpur R.D Division	Satchand R.D Divisional Store under E.E R.D Satchand Division, South Tripura District.
	39	Er.Sukdev Goswami	J.E of Amarpur RD Division	
	40	Er.Kuntal Das	J.E of Amarpur RD Division	
	41	Er.Atanu De	J.E of Amarpur RD Block	
	42	Sri Rabi Ch Reang	W/A of Silachari RD Block.	
9	43	Er.Ajit Kr Debbarma	A.E of Shantirbazar RD Division	Amarpur R.D Divisional Store under EE,Amarpur R.D Division, Gomati District.
	44	Er. Sushanta Laskar	J.E of Shantirbazar RD Division	
	45	Er. Raju Debnath	J.E of Shantirbazar RD Division	
	46	Sri Pradip Chakma	W/A of Shantirbazar RD Division	
	47	Sri Bijay Sen	W/A of Satchand R.D Division	
10	48	Er. Shambhu Sarkar	A.E of Manu RD Division	Khowai R.D District Store under EE,Teliamura R.D Division, Khowai District.
	49	Er. Sanjib Debbarma	J.E of Manu RD Division	
	50	Er. Joydeep Saha	J.E of Manu RD Division	
	51	Er.Saradindu Sarkar	J.E of Ambassa RD Division	
	52	Sri Dilip Kr Das	W/A of Manu RD Block	
11	53	Er.Sumanta De	J.E. of Matabari RD Block	Old Agartala RD Block store under BDO,Old Agartala RD Block, West Tripura District.
	54	Sri.Krishna Kamal Datta	W.A. of Kakraban RD Block	
12	55	Er.Golam Mostafa	J.E. of Matabari RD Block	Jirania RD Block Store under BDO Jirania RD Block, West Tripura District
	56	Sri. Arun Kr. Das	Mechanics. of Kakraban RD Block	
13	57	Er. Argha Datta	J.E. of Hrishyamukh RD. Block	Dukli RD Block Store Under BDO, Dukli RD Block, West Tripura District
	58	Sri. Satya Narayan Chakraborty	Jr. Mechanics of Hrishyamukh RD. Block.	
14	59	Er.Ranjan Das	JE of Kathalia RD Block	Mandwai RD Block Store Under BDO, Mandwaii RD Block, West Tripura District
	60	Sri-Shyamal Pal	W.A of Kathalia RD Block	
15	61	Er.Samuel Debbarma	J.E. of Rajnagar RD Block	Belbari RD Block Store Under BDO, Belbari RD Block, West Tripura District
	62	Sri. Nirmal Kumar Sarkar	W.A. of Rajnagar RD. Block	
16	63	Er Sukanta Patari	J.E of Shantirbazar RD Division	Bamutia RD Block Store Under BDO, Bamutia RD Block, West Tripura District
	64	Sri Subodh Debbarma	Jr Mechanics of BC Nagar RD Block	
17	65	Er Dipak Reang	JE of Chandipur RD Block	Lefunga RD Block Store Under BDO, Lefunga RD Block, West Tripura District
	66	Sri Debabrata Purakayasthya	Mechanics of Chandipur RD Block	
18	67	Er. Sangita Biswas	JE of Bishalgarh R.D Block	Mohanpur RD Block Store Under BDO, Mohanpur R.D Block, West Tripura District
	68	Er. Rimi Nag Saha	JE of Bishalgarh R.D Block	
	69	Sri Subodh Debbarma	W/A Mungiakami R.D Block	

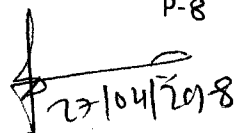
Team NO	SL No	Name	Designation	Name of the store for which appointed
19	70	Er. Girendra Debbarma	J.E. Of Karbook RD Block	Hezamara R.D Block Store Under BDO, Hezamara R.D Block, West Tripura District
	71	Sri. Anil Debbarma	Jr. Mech. Of Ompi RD Block	
20	72	Er. Tinku Sarkar	J.E of Old Agartala RD Block	Bishalgarh R.D Block Store under BDO Bishalgarh R.D Block Sepahijala District.
	73	Er. Shampa Das	J.E of Mohanpur RD Block	
	74	Sri Ranjit Ghosh	Jr Mech. of Mohanpur RD Block	
21	75	Er Sankar Kar	J.E of Rupaichari R.D Block	Jampurijala R.D Block Store under BDO Jampurijala R.D Block Sepahijala District.
	76	Er Dulal Majumdar	W.A of Rupaichari R.D Block	
22	77	Er. Biswajit Debnath	J.E. of Padmabill RD Block	Boxanagar R.D Block Store under BDO Boxanagar R.D Block Sepahijala District.
	78	Sri.Rabindra Namasudra	W.A. of Padmabill RD Block	
23	79	Er.Rajesh Debbarma	J.E of Khowai RD Block	Nalchar R.D Block Store under BDO Nalchar R.D Block Sepahijala District.
	80	Sr. Tapan Ch.Sarkar	Mech. of Khowai RD Block	
24	81	Er. Vidyasagar Debbarma	J.E of Mandwi RD Block	Kathalia R.D Block Store under BDO Kathalia R.D Block Sepahijala District.
	82	Sri. Surajit Debbarma	W.A of Mandwi RD Block	
25	83	Er. Amar Saha	J.E of Jirania RD Block	Mohanbhog R.D Block Store under BDO Mohanbhog R.D Block Sepahijala District.
	84	Sri. Binode Datta	Jr. Mech. of Bamutia RD Block	
26	85	Er.Satyajit Pariyal	J.E of Shantirbazar RD Division	Charilam R.D Block Store under BDO Charilam R.D Block Sepahijala District.
	86	Sri Ajit Sarkar	W.A of B.C Nagar RD Block	
27	87	Er.Amiya Bhusan Das	J.E. of Jirania RD Block	Matabari R.D Block Store under BDO Matabari R.D Block, Gomati District
	88	Sri.Subhankar Roy	W/A of Lefunga RD Block	
28	89	Er. Binode Debbarma	J.E. Hezamara Block	Killa R.D Block Store under BDO Killa R.D Block ,Gomati District
	90	Sri. Chaitra Debbarma	Jr. Mech. of Hezamara RD Block	
29	91	Er.Abhijit Biswas	JE of Kumarghat RD Division	Kakraban R.D Block Store under BDO Kakraban R.D Block, Gomati District
	92	Md Noor Uddin	WA of Panisagar RD Block	
30	93	Er Chiranjev Acharya	JE of Kumarghat RD Division	Amarpur R.D Block Store under BDO Amarpur R.D Block, Gomati District
	94	Sri Debasish Deb	Mechanics of Gournagar RD Block	
31	95	Er. Ramesh Debbarma	J.E. Hezamara Block	Ompi R.D Block Store under BDO Ompi R.D Block, Gomati District
	96	Sri. Dhananjoy Datta	Jr. Mech. of Hezamara RD Block	

Team NO	SL No	Name	Designation	Name of the store for which appointed
32	97	Er. Subhrajit Das	J.E. of Ambassa RD Division	Karbook R.D Block Store under BDO Karbook R.D Block, Gomati District.
	98	Sri. L.Piamgluma Darlong	W/A of Manu R.D Block	
33	99	Er. Barun Debbarma	J.E of Bishalgarh R.D Block	Silachari R.D Block Store under BDO Silachari R.D Block, Gomati District.
	100	Er. Kritam Debbarma	J.E of Mohanbhog R.D Block	
34	101	Er. Sumit Chowdhuri	J.E of Agartala R.D Division	Tepania R.D Block Store under BDO Tepania R.D Block, Gomati District.
	102	Sri Santosh Tanti	WA of Lefunga RD Block	
35	103	Er.Santanu Bhattacharjee	J.E. of Kumarghat R.D Div.	Bokafa R.D Block Store Under BDO Bokafa R.D Block South Tripura District.
	104	Sri. Nupur De.	Mech. of Kumarghat R.D Block.	
36	105	Er. Dipayan Basak	J.E. of Kumarghat R.D Block	Hrshyamukh R.D Block Store Under BDO Hrshyamukh R.D Block South Tripura District.
	106	Sri.Dipal Chandra Banik.	Mech. of Kumarghat R.D Block	
37	107	Er. Manoj Debbarma	J.E of Jampaijalla RD Block	Rajnaragar R.D Block Store Under BDO Rajnaragar R.D Block South Tripura District.
	108	Sri Bidhu debbarma	W/A of Jampaijalla RD Block	
38	109	Er Litan Das	J.E of Kanchanpur RD Division	Jolaibari R.D Block Store Under BDO Jolaibari R.D Block South Tripura District.
	110	Sri Nibedan Kr Reang	W/A of Damcherra RD Block	
39	111	Er Prasanta Chakraborty	J.E of Agartala RD Division	Poangbari R.D Block Store Under BDO Poangbari R.D Block South Tripura District.
	112	Er Jitesh Jamatia	J.E of Mungiakami RD Block	
40	113	Er Shankar Debnath	J.E of Bishramganja RD Division	B.C Nagar R.D Block Store Under BDO B.C Nagar R.D Block South Tripura District.
	114	Er Sudip Debnath	J.E of Durga Chow RD Block	
41	115	Er. Diamond Khisa	J.E. of Jampaijalla RD Block.	Rupaichari R.D Block Store Under BDO Rupaichari R.D Block South Tripura District.
	116	Sri. Najrul Ishlam	Jr. Mech. of Kathalia RD Block.	
42	117	Er. Abdul Rahim	J.E. of Boxnagar RD Block.	Satchand R.D Block Store Under BDO Satchand R.D Block South Tripura District.
	118	Sri. Narayan Debnath	Jr. Mech. of Boxnagar RD Block.	
43	119	Er. Shah Alam	J.E. of Udaipur R.D Div.	Teliamura R.D Block Store under BDO Teliamura R.D Block, Khowai
	120	Sri. Haradhan Rudra Paul	W/A of Tepania RD Block.	
44	121	Er. Amit Bhattacharjee	J.E. of Nalchar R.D Block	Mungiakmai R.D Block Store under BDO Mungiakmai R.D Block, Khowai
	122	Sri. Narayan Das	Jr. Mech. Nalchar R.D. Block	
45	123	Er. Rajiv Ranjan Saha	J.E. of Mohanbhog RD Block.	Kalyanpur R.D Block Store under BDO Kalyanpur R.D Block, Khowai
	124	Sri. Swapan Debnath	W/A of Nalchar R.D Block.	

Team No.	SL No	Name	Designation	Name of the store for which appointed
46	125	Er. Prasenjit Das	J.E.of Boxnagar R.D Block	Khowai R.D Block Store under BDO Khowai R.D Block, Khowai
	126	Sri. Sanjit Majumder	W/A of Nalchar R.D Block.	
47	127	Er. Saumitra Deb	J.E. of Kanchanpur R.D Div.	Padmabill R.D Block Store under BDO Padmabill R.D Block, Khowai
	128	Sri. Sanjit Nama	W/A of Pecharthal R.D Block.	
48	129	Er. Rajesh Deb	J.E. of Dasda R.D Block	Tulashikhar R.D Block Store under BDO Tulashikhar R.D Block, Khowai
	130	Sri. Himangshu Das	W/A of Dasda R.D Block	
49	131	Er. Pranay Kr. Jamatia.	J.E of Agartala Division	Ambassa R.D Block Store under BDO Ambassa R.D Block, Dhalai District
	132	Sri. Tapan Debbarma	W/A of Mohanpur R.D Block.	
50	133	Er Bijan Rakshit	J.E of Kanchanpur R.D Division	Manu R.D Block Store under BDO Manu R.D Block, Dhalai District
	134	Sri Sujit Das	W/A Damcherra R.D Block	
51	135	Er. Gautam Debbarma	J.E. of Agartala R.D Div.	Chaumanu R.D Block Store under BDO Chaumanu R.D Block, Dhalai District
	136	Sri. Pranab Debbarma	Jr. Mech. of Mohanpur R.D Block.	
52	137	Er. Ratnava Debbarma	J.E of Udaipur R.D Division	Dumburnagar R.D Block Store under BDO Dumburnagar R.D Block, Dhalai District
	138	Sri Sushil Debbarma	Jr Mechanic of Padmabill R.D Block	
53	139	Er Kaushik Debbarma	J.E of Killa RD Block	Ganganagar R.D Block Store under BDO Ganganagar R.D Block, Dhalai District
	140	Sri Jatanmani Chakma	W.A of Rupaichari RD Block.	
54	141	Er Natalal Debbarma	J.E of Killa RD Block	Durga Chow R.D Block Store under BDO Durga Chow R.D Block, Dhalai District
	142	Sri Ranjit Debbarma	Jr Mechanics of Tulashikhar RD Block	
55	143	Er.Biswajit Chowdhuri	J.E of S.E 3 rd circle Kumarghat	Salema R.D Block Store under BDO Salema R.D Block, Dhalai District
	144	Sri Chelafru Mog	W.A of Bokafa RD Block	
56	145	Er. Satya Priya Das	J.E of Gournagar RD Block	Raishyabari R.D Block Store under BDO Raishyabari R.D Block, Dhalai District
	146	Sri Animesh Deb	W.A of Gournagar RD Block	
57	147	Er Manojit Debbarma	J.E of Teliamura R.D Division	Kumarghat R.D Block Store under BDO Kumarghat R.D Block, Unokoti District
	148	Sri Jagannath Munda	WA of Padmabill R.D Block	
58	149	Er. Ajaoy Chowdhuri	J.E of Jolaibari R.D Block	Chandipur R.D Block Store under BDO Chandipur R.D Block, Unokoti District
	150	Sri Tapas Paul	Jr Mech of Jolaibari R.D Block	
59	151	Er.Sanjoy Reang	J.E of Hrishyamukh R.D. Block.	Gournagar R.D Block Store under BDO Gournagar R.D Block, Unokoti District
	152	Sri Dilip Majumdar	WA. of Hrishyamukh R.D. Block.	

Team NO	SL No	Name	Designation	Name of the store for which appointed
60	153	Er Subir Ch Das	J.E of Manu RD Block	Pecharthal R.D Block Store under BDO Pecharthal RD Block, Unokoti District.
	154	Sri Khokan Das	Mechanics of Dumburnagar RD Block	
61	155	Er Subhayan Debnath	J.E of Bamutia R.D Block	Panisagar R.D Block Store under BDO Panisagar R.D Block North Tripura District.
	156	Sri Krishnamohan Sinha	W.A of Teliamura R.D Block	
62	157	Er Uttam Debnath	J.E of Agartala R.D Division	Jubarajnar R.D Block Store under BDO Jubarajnar R.D Block North Tripura District.
	158	Sri Kabir Hosain	Jr Mech. of Mohanpur RD Block	
63	159	Er Subhankar Dasgupta	J.E of Satchand R.D Division	Damcherra R.D Block Store under BDO Damcherra R.D Block North Tripura District.
	160	Sri Sachindra Ch Majumdar	Jr Mech of Rupaichari R.D Block	
64	161	Er Rajib Paul	J.E of Shantirbazar R.D Division	Kadamtala R.D Block Store under BDO Kadamtala R.D Block North Tripura District.
	162	Sri Pran Krishna Nandi	WA of Poangbari R.D Block	
65	163	Er Chiranjit Sukla Das	J.E of Udaipur R.D Division	Dasda R.D Block Store under BDO Dasda RD Block North Tripura District.
	164	Sri Kantilal Das	WA of Ponagbari R.D Block	
66	165	Er Suman Chaudhuri	J.E of Teliamura R.D Division	Jampui Hill R.D Block Store under BDO Jampui Hill R.D Block North Tripura District.
	166	Sri Haribhushan Das	Mechanics of Teliamura R.D Block	
67	167	Er.Utpal Chakma	J.E. of Ambassa RD Div.	Laljuri R.D Block Store under BDO Laljuri Hill R.D Block North Tripura District.
	168	Sri Suchir Debbarma	Mech. of D.Chow. R.D Block	
68	169	Er Pradip Debnath	J.E of Udaipur R.D Division	Kalacherra R.D Block Store under BDO Kalacherra R.D Block North Tripura District.
	170	Md Fazal Ali	W/A of Killa RD Block	

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27/04/2018
Chief Engineer, RD

FORMAT FOR STORE VERIFICATION '17-'18 DURING 2018-19

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

[Handwritten Signature]
27/04/2018

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	6

* 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

[Handwritten signature]
15/04/2018 P-10
16/4

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 CE.(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.		

[Signature]
29/04/2018

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 17-18.		
22	For Block Stores:- i) Total Number of Gate passes issued during the year from District/Divisional Stores. ii) Total number of gate passes entries found in the stock Book of the respective items.		
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

Sl 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

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22/09/2018

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

[Handwritten Signature]
23/04/2018