

NOTE : Please check that all the items available in the lab/ dept/ section are entered in the stock book AND all the items entered in the stock book are available in the lab/ dept/ section whose assets are being checked. Also to verify that the item should be entered in the stock register as per the invoice. In case of any deficiency please report in the following table. Unreported items will be treated as physically verified.

S.no	Stock Register Name/Code	Pg. no of Stock Register	Name of Lab/workshop/dept/section	Name of Item	No. of deficient Items				Remarks
					Missing	Broken	Unservicable	Found Excess	

Declaration: Certified that the physical verification as per all the stock registers indicated above has been carried out by us. Except the deficient items reported above, all other items were physically present in the lab/ section/ office/ dept.

Date: _____

Place: _____

Signature of HOD/ In-Charge of Section/ dept./ Office

Name & Signatures of Verifying Officers

1 _____

2 _____