## Format for Physical Verification of Stock For the Year 2023-2024 as on 31-03-2024

FACULTY OF :-				OFFICE/SCHOOL/ SECTION :-						YEAR:- 2023-2024		
Sr.No.	Description of the Item / Equipment/Fur niture & Fixtures		Value [if available ]	ı whom i	Opening Balance as on 1st April 2023	added	Qty / No. Physically available as on 31st March 2024			Excesses / Shortage s	able	Remarks
							Serviceabl e	Un- serviceable	Total		items	
1	2	3	4	5	6	7	8	9	10	11	12	13
Report Prepared By School/Section/Project Committee Signatures :-												
										•••••		
Forwarded by Dean/Head of the School/Section/PI: Date:												
<b>Physi</b>	cally Verified by	Officers of	of the Phy	sical Verific	ation Com	mittee:-						
1. Name & Signatures												
					8						-	

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.

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