

**STOCK / ASSETS VERIFICATION REPROT AS ON 31.03.2019**

Name of the Department/Office :

Category of Store\* : Furniture / Lab Equipment/ Office Equipment / Computers & Peripherals etc.,

Sl. No.	Description of Stores	Ledger Page No.	Quantity as per Book Balance	Date of purchase	Value as per invoice	Available (as per Physical Verification held on 31.03.2019)				Excess	Shortage	Remarks
						Usage	Under Repair (Serviceable)	Beyond Repair (to be condemned)	Total			

Comments, if any :

Signatures of Committee Member \_\_\_\_\_

Designation \_\_\_\_\_