

Netaji Subhas Institute of Technology,

Sector-3, Dwarka, New Delhi-110078

Physical Verification Format (Financial Year)

Lab/ Section/ Office/ Cell etc. _____

Dated: _____

SN	Description of items with make, model & serial No.	Unit	Qty. as per Stock Register	Stock Register Page no.	Date of receiving of the item (s)	Qty. as per physical verification	Surplus	Deficit	Reason for surplus & deficit	Condemnable/ repairable (please attach a copy of report of condemnation board)	Remark (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

Note: Make, Model & Serial No. of each item is mandatory to be mentioned.

Signature of Inventory Incharge

Name _____

Designation _____

Signature of Officer Incharge

Name _____

Designation _____

Signature of Physical Verifying Officer

Name _____

Designation _____

Counter Signature of HOD