

D3/1548/18

dt. 23/3/2018

	Mathematics Department (17)	
1.	Sri. B.Gopakumar, Asst.Prof	Furniture & Computers
2.	Smt.Sathi P.H., Asst.Prof	" "

	CCF (18)	
1.	Prof. Ajay James, Asst. Prof.	CCF Lab
2.	Prof. Swaraj K.P., Asst. Prof.	Computer Network & Stock

The stock verification officers are requested to report discrepancies if any found in the section connected with stock of Article/equipments. Detailed list of machineries and equipments which are not working condition/spoiled/beyond repairable conditions should also be furnished. They are also requested to furnish the list of unserviceable item if any, required to be written off from the section in the prescribed form KFC 21 as per rules

A certificate to the effect of stock verification in the following form should be furnished in the concerned registers by the stock verification officers with signature name and designation and put up to be undersigned for countersignature.

"Certified that the 100% internal stock verification of store have been conducted as per stock registers and found connect/following discrepancies etc".

Verification report should be submitted immediately. Unserviceable items reported in previous stock verification should not be included in the present report.

Stock Verification report should be submitted on or before 31/3/2018.

SD/-

DR JAYANAND B
Principal

✓ CCF Co-ordinator

Forwarded | By order

S. S. S.
Accounts Office