**ASSET AND INVENTORY VERIFICATION REPORT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **To** |  |  |  |  |  |  |  | Head of Departments |
|  |  |  |  |  |  |  |  |  | or District Commissioner |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | In accordance with the sections contained in | | | | |  | |  |  |  |
|  | I/we , the undersigned , have inspected the stores charge to | | | | | | |  |  |  |
|  | and I/we have the honor to report that the stores checked agree with the ledger balances , except as shown in the enclosed | | | | | | | | | |
|  | Asset verification form (Form No.58)[[1]](#footnote-1). | | | | | | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
| 2 | I/We certify that a complete check of the stores has been made. | | | | | | |  |  |  |
|  |  |  |  | % test |  |  | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
| 3 | Comments of the Board on the accommodation, general condition and security of the stores: | | | | | | | | |  |
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| 4 | Comments of the Board on the manner in which the store records have been kept: | | | | | | | | |  |
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| 5 | Comments of the Board regarding responsibility for discrepancies: | | | | | | |  |  |  |
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| 6 | I/We encountered no difficulties in carrying out our duties.2 | | | | | | |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |
| 7 | I/We enclose in quadruplicate : | | | |  |  | |  |  |  |
|  | (a) | Asset Verification (Form No.58) | | | |  | |  |  |  |
|  | (b) | Asset Disposal (Form No.59) | | | | | |  |  |  |
|  | (c) | Explanation of discrepancies by the Storekeeper | | | | | |  |  |  |
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|  |  |  |  |  |  |  | |  |  |  |
|  | Station |  |  |  |  |  | |  |  |  |

**BOARD OF SURVEY COMMITTEE**

**Name**  **Designation Ministry Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Chairperson \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ Member \_\_\_\_\_\_\_\_\_\_\_\_

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Delete if no discrepancies [↑](#footnote-ref-1)