

CSI COLLEGE OF ENGINEERING – Ketti
STOCK VERIFICATION REPORT – April / May 2015

Name of the Department :
 Name of the Lab/Section where stock was verified :
 Faculty / Staff in-charge of the Lab :
 Date of Stock Verification :
 Name of the Stock Verification Officers :

S. No.	Name of the item/equipment about which remarks are made (mention herein the specification of the item/equipment as in the stock register)	REMARKS[Item found missing damaged (mention extent of damage), Sent for servicing outside, Transferred to the other lab, Department, Not in working condition etc.,]	Worth per Item in Rs.	Breakage worth in Rs.
1				

OTHER REMARKS, IF ANY:

Name of the SVO :	Name of the SVO :
Designation :	Designation :
Department :	Department :
Signature :	Signature :
Date :	Date :

Signature of Convener

PRINCIPAL

Countersigned by HoD

Name of the SVO :
Designation :
Department :
Signature :
Date :

Name of the SVO :
Designation :
Department :
Signature :
Date :

Signature of Convener

PRINCIPAL

Countersigned by HoD

Name of the SVO :
Designation :
Department :
Signature :
Date :

Name of the SVO :
Designation :
Department :
Signature :
Date :

Signature of Convener

PRINCIPAL

Countersigned by HoD