

UJJAIN ENGINEERING COLLEGE, UJJAIN.

No./UECU/_____/_____/200

Ujjain, Dated: _____

ANNUAL PHYSICAL VERIFICATION
CERTIFICATE FOR THE YEAR: _____

La _____ Laboratory/Section _____
Department.

This is certify that I have personally checked the Dead Stock/Consumable Stock of _____ Laboratory Section and have found the stock position as entries in the Dead Stock/Consumable Stock Register No. _____ except the following shortage for which seperate report has already been submitted vide Deptt. No. _____ Date _____ and suitable action has been intimated to correct the position:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

(Signature of Lab. I/C)

Signature of Verification Officer

{Counter Signed}

Signature of Head of Department

PRINCIPAL,
Ujjain Engineering College
UJJAIN.

/Surendra/
22052004

UJJAIN ENGINEERING COLLEGE, UJJAIN

Name of the Department/Section

PROFORMA FOR FURNISHING DETAILS OF ITEMS DAMAGED/BROKEN/RENDURED/UNSERVICEABLE YEAR 200 - 200

S. No.	Description of the item to be written off	Quantity	Date of incident and incident No.	How ensure receivable i.e. through fair wear & tear or negligence of person	Value of the item to be written off	Stock Register S.No. in the respective sects., giving page No. of the register	If through negligence give name of the person & brief particulars fixing responsibility	Remark
2.		3			6.	7.	8.	9.

NOTE: The information should be submitted in duplicate

Signature of person
(I/C of Material)

Signature of Person Undertaking
Physical Verification