



H.P. STATE CIVIL SUPPLIES CORPORATION LTD. SHIMLA

PHYSICAL STOCK VERIFICATION REPORT

Division	Area
Physical Stock taking as on	for Depot/Fair Price Shop
Conducted by	

Sl. No.	Name of Commodity	Balance as per Stock Ledger	Physical Balance	Sale Rate	Shortage Qty.	Excess Qty.	Damaged Stock out of balance in Col. No. 4 Qty.	Remarks
1	2	3	4	5	6	7	8	9
	ASSEST DETAILS :							
1	Laptop-Acer							
2	CPU-Acer							
3	TFT-Acer							
4	Keyboard-Mouse							
5	Printer-Canon							
6	UPS Elnova							
7	Table Wooden							
8	Table Iron							
9	Table Computer							
10	Rack Steel							
11	Chair Plastic							
12	Chair Wooden							
13	Chair Iron							
14	Iron Chest							
15	Angeethi							
16	Ceiling Fan							
17	Telephone Set							
18	Weighing Scale							
19	Wooden Crates							
20	Electronic Scale							
21	Almirah Iron (s)							
22	Sign Board							

Cash in Hand Out of Imprest is Rs.

2000
500
200
100
50
10
2
1

TOTAL

Cash in Hand Out of Day Book is Rs.

Signature
of Depot Incharge

*Signature of Officer
conducting physical verification*

41								
42								
43								
44								
45								
46								
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62								

Signature Of Retail In-charge

*Signature of Officer
conducting physical verification*