**CENTRAL INSTITUTE FOR RESEARCH ON CATTLE**

**GRASS FARM ROAD, MEERUT CANTT**

Dated: ………………………..

Store Officer

PDC, Meerut Cantt.

This is with reference to your letter ………………………………………………………… Dated …………………… regarding the physical verification of inventory items of the **…………………………………………………**. The physical verification has been done as per reports enclosed at **…………………………………………..** for your further necessary action please.

Stock Verifying Officer

**CENTRAL INSTITUTE FOR RESEARCH ON CATTLE**

**GRASS FARM ROAD, MEERUT CANTT**

CERTIFICATE OF STOCK TAKING

Certified that all the receipts and issues of non-consumable store since the last stock taking have been correctly accounted for Inventory Register(s) and there has been non undue consumption and condemnation beyond requirement of efficiency.

Signature ………………………………….

Name : ……………………………………..

Designation: …………………………….

Section:…………………………………….

Certified that the balance of stock on handing including **……………………………………………………..**as shown in the Inventory Register of ……………………………………………………..have been checked and found correct/the following discrepancies have been found.

I also certify that the articles recommended for discard by me have been/have not been rendered unserviceable due to fair wear and tear or defective storage.

|  |  |  |
| --- | --- | --- |
| Signature of the officer with designation holding charge of the inventory |  | Signature of the officer name & designation of stock verifying officer |

Dated: ………………………………..

FORM GFR-17

Report of surplus, Obsolete and Unserviceable Stores for Disposal

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Particular of Stores | Quantity/Weight | Books Value/Original purchase price | Condition and year of purchase | Mode of Disposal (Sale, public auction of otherwise) | Remarks |
|  |  |  |  |  |  |  |

Certified that the articles mentioned at ……………. in the Inventory Register of Audit & Accounts Section have been rendered unserviceable by fair wear and tear and not due to mishandling or defective store

|  |  |  |
| --- | --- | --- |
| Signature, Name & Designation of Stock Checking/verifying officer  Date: |  | Signature, Name & Designation of Officer holding charge of Inventory |