

**The Kerala State Civil supplies Corporation Limited**  
**Declaration Cum Verification Statement of Cash/Bank as on 31.03.2016**

Form A

Name of the Outlet:.....

Outlet Code:.....

Depot:.....

Region:.....

1 CASH/CHEQUE/DD IN HAND AS ON 31.03.2016			
	BOOK BALANCE	PHYSICAL BALANCE	SHORT/EXCESS
CASH			
CHEQUE/DD			

2 BANK BALANCE	
Name of the Bank	
Bank Account Number	
Bank Balance as on 31.03.2016	
(Attach copy of Bank Confirmation Statement)	

**3 Debtors**

SI No	Name	GIS. No. & Date	Amount Outstanding as on 31-03-2016
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Debtors**

SI No	Name	GIS. No. & Date	Amount Outstanding as on 31-03-2016
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	<b>TOTAL</b>		

Unit Manager and Other Staff

Name    Designation    Signature

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

*I/We hereby certify that the cash/cheque/dd is physically verified and found correct. I/We have also verified the bank balance declared by the AM/OIC with the Bank Statement and found correct.*

Stock Verification Officers

Name    Designation    Signature

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

**The Kerala State Civil supplies Corporation Limited**  
**Declaration cum Verification Statement of Fixed Assets as on 31.03.2016**

Form B Page 1

Name of the Outlet:.....

Outlet Code:.....

Depot:.....

Region:.....

SL NO	DESCRIPTION	UNIT	BOOK BALANCE AS PER ASSET REGISTER	PHYSICAL STOCK AS ON 31.03.2016				Shortage (qty)
				Good	Damaged	Total physical quntity	Realisable value of good items	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

**Unit Manager and Other Staff**

**Name                      Designation              Signature**

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

I/We hereby certify that the above Assets and Bill Books are physically verified and found correct. I/We have also verified the Assets declared by the AM/OIC with the Asset Register and found correct.

**Stock Verification Officers**

**Name                      Designation              Signature**

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

**The Kerala State Civil supplies Corporation Limited**  
**Declaration cum Verification Statement of Bill Books and Registers as on 31.03.2016**

Form B Page 2

Name of the Outlet:.....

Outlet Code:.....

Depot:.....

Region:.....

**BILL BOOKS/REGISTERS**

SL NO	NAME	NUMBERS

**Unit Manager and Other Staff**

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

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

I/We hereby certify that the above Assets and Bill Books are physically verified and found correct. I/We have also verified the Assets declared by the AM/OIC with the Asset Register and found correct.

**Stock Verification Officers**

- | Name | Designation | Signature |
|------|-------------|-----------|
| 1    | _____       | _____     |
| 2    | _____       | _____     |
| 3    | _____       | _____     |

**The Kerala State Civil Supplies Corporation Limited**  
**Stock Reconciliation and Declaration Statement for Medical Stores as on 31.03.2016**  
(Value Based)

**Form C**

Name of the Outlet:.....

Depot:.....

Region:.....

Outlet Code :

Sl. No	Medicinal and Non Medicinal Items	Opening Stock as on 01.04.2015 (Rs.)	Receipts				Total (OB+Receipts) (Rs.)	Issue Durnig the year				Total (Rs.)
			from WMD (Rs.)	from Depot (Rs.)	Local Purchase (Rs.)	Transfer from other outlets ((Rs.)		Sales (Rs.)	Returns to Supplier (Rs.)	Returns to WMD (Rs.)	Transfer to other outlets (Rs.)	
		1	2	3	4	5	(1+2+3+4+5)	6	7	8	9	(5+6+7+8)
1	Medicinal Items (Value)											
2	Non - Medicinal Items (Value)											
	<b>TOTAL</b>											

**Physical Verification Report of Medical Stores as on 31.03.2016**  
(Value Based)

Name of the Outlet:.....

Depot:.....

Region:.....

Outlet Code:

Sl. No	Medicinal & Non-Medicinal Items	Stock Declared (Book Stock) (Rs.)	Damaged Stock (Rs.)	Net Book Stock (Rs.)	Physical Stock (Rs.)	Short (Rs.)
1	Medicinal Items (Value)					
2	Non - Medicinal Items (Value)					
	<b>TOTAL</b>					

I/We hereby certify that the above stock is physically verified and found correct. I/We have also verified the stock declared by the AM/OIC with the Sock register/Computer and found correct.

**Unit Manager and Other Staff**

*Name                      Designation      Siganture*

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**Stock Verification Officers**

*Name                      Designation                      Signature*

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**The Kerala State Civil Supplies Corporation Limited**  
**Stock Reconciliation and Declaration Statement for Medical Wholesale Division as on 31.03.2016**

Form D

(Value based)

Name of the Outlet:.....

Region:.....

Outlet Code :

Sl.No	Medicinal and Non Medicinal Items	Opening Stock as on 01.04.2015 (Rs.)	Receipts		Total (Rs.)	Issue Durnig the year		Total (Rs.)	Closing Stock(Declared) as on 31.03.2016 (Rs.)
			Direct Purchase	Return from outlet/ Depot (Rs.)		Transfer to outlets	Returns to Supplier (Rs.)		
					(1+2+3)			(5+6)	(4-7)
		1	2	3	4	5	6	7	8
1	Medicinal Items (Value)								
2	Non - Medicinal Items (Value)								
	<b>TOTAL</b>								

**Physical Verification Report of Medical Wholesale Division as on 31.03.2016**  
(Value based)

Sl.No	Medicinal & Non-Medicinal Items	Stock Declared (Book Stock) (Rs.)	Damaged Stock	Net Book Stock	Physical Stock ( Rs.)	Short (Rs.)
1	Medicinal Items (Value)					
2	Non - Medicinal Items (Value)					
	<b>TOTAL</b>					

I/We hereby certify that the above stock is physically verified and found correct. I/We have also verified the stock declared by AM/OIC with the Stock register/Computer and found correct.

Unit Manager and Other Staff

Name

Desigantion

Siganture

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

Stock Verification Officers

Name

Designation

Signature

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**The Kerala State Civil Supplies Corporation Limited**  
**Stock Reconciliation, Declaration and Verification of Petroleum Products as on 31.03.2016**

**Form E page 1**

Name of the Outlet:.....

Quantity in Ltrs.

Outlet Code:

Depot:.....

Region:.....

Sl. No	Name of Commodity	Opening Balance as on 01.04.2015	Receipts During the year	Total (OB+Receipts)	Sales Durnig the year	Sales Value	Book Stock as on 31.03.2016	Admissibl e Shortage	Book Stock after admissble Shortage	Physical Stock as on 31.03.2016			Shortage (7-8)		
										Qty	P.Rate	Value	Qty	Rate	Value
		1	2	(1+2) 3	4		(3-4) 5	6	(5-6) 7	8			9		
1	PETROL LTRS														
2	XTRA PREMIUM PETROL														
3	DIESEL LTRS														
4	SUPER DIESEL LTRS														
5	2T LOOSE OIL LTRS														
6	2T SUPREME 1/2 LTR														
7	2T SUPREME 1 LTR														
8	2T KH 1/2 LTR														
9	4T OIL LTRS														
10	PRIDE 40 1 LTR														
11	PRIDE 40 5 LTR														
12	MG 20W40 1/2 LTR														
13	MG 20W40 1 LTR														
14	MG 20W40 5 LTR														
15	MG 20W40 20 LTR														
	<b>TOTAL</b>														

**Unit Manager and Other Staff**

I/We hereby certify that the above stock is physically verified and found correct. I/We have also verified the stock declared by the AM/OIC with the Stock Register/Computer and found correct.

**Name**                      **Designation Signature**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**Stock Verification Officers**

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

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**The Kerala State Civil Supplies Corporation Limited**  
**Stock Reconciliation, Declaration and Verification of Petroleum Products as on 31.03.2016**

**Form E-Page 2**

Name of the Outlet:.....

Outlet Code:.....

Depot:.....

Region:.....

Quantity in Ltrs.

Sl. No	Name of Commodity	Opening Balance as on 01.04.2015	Receipts During the year	Total (OB+Receipt)	Sales Durnig the year	Sales Value (Rs.)	Book Stock as on 31.03.2016	Admissibl e Shortage	Book Stock after admissble Shortage	Physical Stock as on 31.03.2016			Shortage		
										Qty	P.Rate	Value	Qty(7-8)	S.Ra te	Value
		1	2	3	4		5	6	7	8			9		
16	GEAR OIL 90/140 1/2 LTR														
17	GEAR OIL 90/140 1 LTR														
18	GEAR OIL 90/140 5 LTR														
19	BRAKE FLUID 1/4 LTR														
20	BRAKE FLUID 1/2 LTR														
21	SERVO KOOL 1/2 LTR														
22	SERVO KOOL 1 LTR														
23	PREMIUM 15W40 1 LTR														
24	PREMIUM 15W40 5 LTR														
25	TRANS FLUID 1 LTR														
26	GREASE MP 1/2 KG														
27	DISTILLED WATER 1 LTR														
28	DISTILLED WATER 5 LTR														
29	CAR SHAMPOO 1/2 LTR														
30	POLISH CLOTH														
31	PASS BOOK (NOS)														
32	EMPTY BARRELS (NOS)														
	<b>TOTAL(Page1+2)</b>														

I/We hereby certify that the above stock is physically verified and found correct. I/We have also verified the stock declared by the AM/OIC with the Stock Register/Computer and found correct.

**Unit Manager and Other Staff**

**Name Designation Signature**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**Stock Verification Officers**

**Name Designation Signature**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**The Kerala State Civil Supplies Corporation Limited**  
**Stock Reconciliation, Declaration and Verification of Sub Depot as on 31.03.2016**

**Form F**

Name of the Outlet:.....

Outlet Code:.....

Depot:.....

Region:.....

Quantity in Quital

Sl.No	Name of Commodity	Opening Balance as on 01.04.2015	Receipts During the year		Total (OB+Receipts)	Issue Durnig the year			Sales Value	Book Stock as on 31.03.2016	Physical Stock as on 31.03.2016			Shortage			
			Direct	Transfer		Transfer	Sales	Total (5+6)			( )	(4-7)	QTY	P.Rate	Value	Qty (8-9)	S.Rate
		1	2	3	4	5	6	7		8	9						
1	APL BOILED RICE																
2	APL RAW RICE																
3	BPL BOILED RICE																
4	BPL RAW RICE																
5	AAY BOILED RICE																
6	AAY RAW RICE																
7	APR BOILED RICE																
8	SC/ST (P) BOILED RICE																
9	APL (S) BOILED RICE																
10	SPL RAW RICE																
11	WELFARE INT. BOILED RICE																
12	BPL WHEAT																
13	APL WHEAT																
14	APL (SUB) WHEAT																
15	WELFARE INT. WHEAT																
16	SPL WHEAT																
17																	
18																	
	<b>TOTAL</b>																

Unit Manager and Other Staff

Name

Desigantion

Signature

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_

I/We hereby certify that the above stock is physically verified and found correct. I/We have also verified the stock declared by AM/OIC with the Stock register/Computer and found correct.

Name Desigantion Signature

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_



**The Kerala State Civil Supplies Corporation Limited**  
**Stock Reconciliation, Declaration and Verification of LPG Outlet/Kerosene Depot as on 31.03.2016**

**Form G**

Name of the Outlet:.....

Outlet Code:.....

Depot:.....Region:.....

Quantity in Numbers

Sl.No	Name of Commodity	Opening Balance as on 01.04.2015	Receipts During the year	Total (OB+Receipts)	Issue Durnig the year (Sales)	Sales Value	Book Stock as on 31.03.2016	Physical Stock as on 31.03.2016			Shortage		
		No.	No.	(1+2)	No.	(.)	(3-4)	Qty	P.Rate	Value	Qty	S.Rate	Value
		1	2	3	4		5						
1	LPG DOMESTIC CYLINDER (FULL)												
2	LPG DOMESTIC CYLINDER (EMPTY)												
3	LPG NON DOMESTIC CYLINDER (FULL)												
4	LPG NON DOMESTIC CYLINDER (EMPTY)												
5	GAS STOVE												
6	PRESSURE REGULATOR												
7	RUBBER TUBE												
8	GAS LIGHTER												
9	KEROSENE												
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
	<b>TOTAL</b>												

**Unit Manager and Other Staff**

**Name                      Designation                      Signature**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

I/We hereby certify that the above stock is physically verified and found correct.  
I/We have also verified the stock declared by AM/OIC with the Stock register/Computer and found correct.

**Stock Verification Officers**  
**Name    Designation    Signature**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**The Kerala State Civil Supplies Corporation Limited**  
**Stock Reconciliation, Declaration and Verification of Wheat/Rice Mills as on 31.03.2016**

**Form H**

Name of the Mill:.....

Location of the Mill:.....

Depot:.....

Region:.....

Sl.No	Commodity	Unit	O B as on 01.04.2015	Receipts During the year			Issue Durnig the year	Book Stock as on 31.03.2016		Physical Stock as on 31.03.2016		Shortage		
				From Farmers/FCI	Transfer	Total	Production	No.of Bags	Quantity	No.of Bags	Quantity	Qty	Rate	Value
	<b>PADDY / WHEAT</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4 = 2 + 3</b>	<b>5</b>		<b>6 = 1+4-5</b>					
1	PADDY													
2	WHEAT													
3														
	<b>TOTAL</b>													

Sl.No	Commodity	Unit	O B as on 01.04.2015	Receipts During the year			Issue Durnig the year	Book Stock as on 31.03.2016		Physical Stock as on 31.03.2016		Shortage		
				Production	Transfer	Total	AWDs/Depots	No.of Bags	Quantity	No.of Bags	Quantity	Qty	Rate	Value
	<b>RICE/ATTA</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4 = 2 + 3</b>	<b>5</b>		<b>6 = 1+4-5</b>					
1	RICE													
2	FORTIFIED ATTA													
3														
	<b>TOTAL</b>													

I/We hereby certify that the above stock is physically verified and found correct. I/We have also verified the stock declared by the AM/OIC with the Sock register/Computer and found correct.

**Unit Manager and Other Staff**

**Name                      Designation                      Signature**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_

**Stock Verification Officers**

**Name                      Designation/Office                      Signature**

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_