



INTEGRATED MANAGEMENT SYSTEM

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PHYSICAL STOCK VERIFICATION REPORT

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BANGLADESH POWER DEVELOPMENT BOARD

PHYSICAL STOCK VERIFICATION REPORT

Warehouse..... Section.....

Serial NoDate.....

Sheet No.....No. of Seet.....

Sl. No.	Pt/Cat Number	Description	S/T Slip No.	A/U	Physical Stock			Ledger Balance			SURPLIJS			DEFICIENT			COST		adjustment
					S	R	U/S	S	R	U/S	S	R	U/S	S	R	U/S	Unit	Total	Voucher No
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

I certify that I have supervised the physical stocktaking of the items mentioned above and satisfied with the figure entered in column 6-8 in accordance with actual stock found on the corresponding entries on the stocking slip.

Signature of Stock Taking Officer

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Designation.....

Date.....

Prepared By		Approved By	
Reviewed By			