



INTEGRATED MANAGEMENT SYSTEM

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HALF YEARLY REPORT OF STOCK POSITION

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BANGLADESH POWER DEVELOPMENT BOARD

HALF YEARLY REPORT OF STOCK POSITION

Name of Store/Division.....

..... Sub-division

Period.....

Class	Sl. No.	Description of Materials	A/U	Unit Cost	Balance brought forward (Quantity)	Total Quantity Receipts during the period	Total Quantity Receipt Balance (6+7)	Total Quantity Issued & during the period	Total Balance carried forward (Quantity) (8-9)	Remarks
1	2	3	4	5	6	7	8	9	10	11

Certified that with the exceptions noted the articles shown in this report during the period ending.....have been counted by me.

Dated.....

Signature of Concerned
Store-Keeper

Signature of Stores Officer

Signature of Divisional Officer/
Officer-in-charge

Prepared By		Approved By	
Reviewed By			