

समस्त पत्र-व्यवहार "कुलसचिव" को ही संबोधित किया जाये
किसी अधिकारी के व्यक्तिगत नाम से नहीं। पूर्व सन्दर्भ यदि हो
तो, देना आवश्यक है अन्यथा कोई कार्यवाही संभव नहीं होगी।

दूरभाष : 2529540,2527532
तार : यूनिवर्सिटी
फेक्स : 0731-2529540



देवी अहिल्या विश्वविद्यालय, इन्दौर

क्रमांक : परीक्षा/सामान्य/2017 / 123

दिनांक : 27 MAR 2017

प्रति,
समस्त विभागाध्यक्ष,
दे.अ.वि.वि., इन्दौर।

विषय :- स्टॉक प्रविष्टि हेतु प्रपत्र।

महोदय,

उपरोक्त विषयान्तर्गत कुलपति महोदय के निर्देशानुसार कृपया संलग्न प्रपत्र अनुसार
अपने विभाग के समस्त स्टॉक एवं आवश्यकता की जानकारी भण्डार विभाग को तत्काल
उपलब्ध करवाने का कष्ट करें।

आदेशानुसार

प्रभारी (भण्डार)

Devi Ahilya Vishwavidyalaya

<Name of Department/Center/Office>

Report of Annual Stock checking Year <>

Article which can be Repaired (Form E)

S.No.	Bill No.	Name of the Firm	Name of Article with Specification	Qty	Cost per Unit	Total Cost	Stock Register Page No

Signature Stock checking officer

Signature Head

Devi Ahilya Vishwavidyalaya

<Name of Department/Center/Office>

Report of Annual Stock checking Year <>

Lost /Missing Articles (Form D)

S.No.	Bill No.	Name of the Firm	Name of Article with Specification	Qty	Cost per Unit	Total Cost	Stock Register Page No	Were Issued to

Signature Stock checking officer

Signature Head

Devi Ahilya Vishwavidyalaya
<Name of Department/Center/Office>
Report of Annual Stock checking Year <>
Consumable Articles (Form C)

S.No.	Bill No. & Date	Name of Firm	Name of Article with Specification	Qty	Cost per Unit	Total	Balance	Estimated Quantity to be Purchased Next Year

Signature Stock checking officer

Signature Head

Devi Ahilya Vishwavidyalaya

<Name of Department/Center/Office>

Report of Annual Stock checking Year <>

Non Consumable Articles Rendered Unserviceable Due to Breakage (Form B) (Permanent Article)

S.No.	Bill No.	Name of the firm	Name of the Article	Qty	Cost Per Unit	Total Cost	Stock Register Page No.

Signature Stock checking officer

Signature Head

Devi Ahilya Vishwavidyalaya
<Name of Department/Center/Office>
Report of Annual Stock checking Year <>
Non Consumable Articles (Form A)

S.No.	Name of The Article	Quantity	Cost of Article (Rs.) (Per Unit)	Total Cost	Stock Register Page No.	Remarks/Reason For Unservicable	Stock Issued

Signature Stock checking officer

Signature Head