**CIRCULAR**  11-07-2023

**GFET/PRIN/04/23** **STOCK VERIFICATION**

Stock Verification means verifying that the material is as per the details, specifications, and balance quantity as mentioned in the material register/record. The Departmental Stock Verification includes laboratory equipment, tools,books, and furniture Items.The Verification of the Physical items should be done by ateam of members with a coordinator assigned by the principal with a schedule of verification. After the verification, the stock verification report is to be submitted to the principal for further action. Stock verification will be done for all the departments including the institution office at the end of every academic year.

After the verification, each consumable and non-consumable stock register should be certified by the stock verification team and the certificate should be pasted in the last page of the concerned register.

The schedule of verification will be intimated separately

**Principal**

**Certificate - Sample**

*“This is to certify that the equipment/items entered in the mechatronics laboratory non-consumable stock register from page number 1 to page number-55 are physically verified and found correct. The status of the report is submitted to the department head for further action on .”*

Signature of verification officer (Auditor) HoD of Dept(Auditee)