

FORMAT FOR PHYSICAL STOCK VERIFICATION 2020-21

Centre: Centre for Inclusive Development

Location: Academic Building I, Ground Floor

ROOM NO:150, Computer Room

SL NO	Name of the Items	Make/Model/Type	Quantity as per purchase order/Stock Register	Quantity physically available	Reasons for Discrepancy, if any	Identification Marking	Remarks
1	Computer Table	Godrej	09	09	N/A	TU/EOC-CID/16-LAB/T/1-09	
2	Computer Chair	Godrej	30	30	N/A	TU/EOC-CID/16-LAB/CH-1-16	
3	Computer Set	HP	13	13	N/A	TU/CID/16/LAB/MON-13/CPU-13 (5 DAMAGE)	
4	Battery	Orion	08	08	N/A	TU-EOC-CID/16-LAB/BF/01	
5	Celling Fan	Unknown	05	05	N/A	TU/A1/CF/13/14/15/16/17	
6	Tube light	Unknown	08	08	N/A	----	
7	Shoe Stand	Unknown	01	01	N/A	TU/EOC-CID/16-L/ST-1	

N.B. The computers available in Centre for Inclusive Development was purchased centrally in the year 2015.


Signature of the Head of the Centre


Registrar
Tezpur University
Napaam, Tezpur