

Form - E1

The Kerala State Civil Supplies Corporation Limited

Details of Vehicles owned by Supplyco as on 31.03.2023

| Sl. No. | Type of vehicle | Registration number of owned vehicle | Expiry date of insurance | Valid period of road tax | Expiry date of pollution certificate | Name of driver | Employee code | Driving licence number | Validity period of licence |
|---------|-----------------|--------------------------------------|--------------------------|--------------------------|--------------------------------------|----------------|---------------|------------------------|----------------------------|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |

Section Clerk & Assistant Manager

Name

Designation

Signature

1

2

3

Stock Verification Officers

Name

Designation

Signature

1

2

3

Form - G
The Kerala State Civil Supplies Corporation Limited
Stock Reconciliation, Declaration and Verification of Petroleum Products as on 31.03.2023

Name of the Outlet:.....

Quantity in Ltrs.

Outlet Code:.....

Depot:.....

Region:.....

| Sl. No | Name of Commodity | Opening Balance as on 01.04.2022 | Receipts During the year | Total (OB+Receipts) | Sales Durnig the year | Sales Value | Book Stock as on 31.03.2023 | Admissible Shortage 2022-23 | Book Stock after admissble shortage | Physical Stock as on 31.03.2023 | | | Shortage (7-8) | | |
|--------|-------------------------|----------------------------------|--------------------------|---------------------|-----------------------|-------------|-----------------------------|-----------------------------|-------------------------------------|---------------------------------|--------|-------|----------------|------|-------|
| | | | | | | | | | | Qty | P.Rate | Value | Qty | Rate | Value |
| | | 1 | 2 | (1+2) | 4 | | (3-4) | 6 | 7 | 8 | | | 9 | | |
| 1 | PETROL LTRS | | | | | | | | | | | | | | |
| 2 | XTRA PREMIUM PETROL | | | | | | | | | | | | | | |
| 3 | DIESEL LTRS | | | | | | | | | | | | | | |
| 4 | SUPER DIESEL LTRS | | | | | | | | | | | | | | |
| 5 | 2T LOOSE OIL LTRS | | | | | | | | | | | | | | |
| 6 | 2T SUPREME 1/2 LTR | | | | | | | | | | | | | | |
| 7 | 2T SUPREME 1 LTR | | | | | | | | | | | | | | |
| 8 | 2T KH 1/2 LTR | | | | | | | | | | | | | | |
| 9 | 4T OIL LTRS | | | | | | | | | | | | | | |
| 10 | PRIDE 40 1 LTR | | | | | | | | | | | | | | |
| 11 | PRIDE 40 5 LTR | | | | | | | | | | | | | | |
| 12 | MG 20W40 1/2 LTR | | | | | | | | | | | | | | |
| 13 | MG 20W40 1 LTR | | | | | | | | | | | | | | |
| 14 | MG 20W40 5 LTR | | | | | | | | | | | | | | |
| 15 | MG 20W40 20 LTR | | | | | | | | | | | | | | |
| 16 | GEAR OIL 90/140 1/2 LTR | | | | | | | | | | | | | | |
| 17 | GEAR OIL 90/140 1 LTR | | | | | | | | | | | | | | |
| 18 | GEAR OIL 90/140 5 LTR | | | | | | | | | | | | | | |
| 19 | BRAKE FLUID 1/4 LTR | | | | | | | | | | | | | | |
| 20 | BRAKE FLUID 1/2 LTR | | | | | | | | | | | | | | |
| 21 | SERVO KOOL 1/2 LTR | | | | | | | | | | | | | | |
| 22 | SERVO KOOL 1 LTR | | | | | | | | | | | | | | |
| 23 | PREMIUM 15W40 1 LTR | | | | | | | | | | | | | | |
| 24 | PREMIUM 15W40 5 LTR | | | | | | | | | | | | | | |
| 25 | TRANS FLUID 1 LTR | | | | | | | | | | | | | | |
| 26 | GREASE MP 1/2 KG | | | | | | | | | | | | | | |
| 27 | DISTILLED WATER 1 LTR | | | | | | | | | | | | | | |
| 28 | DISTILLED WATER 5 LTR | | | | | | | | | | | | | | |
| 29 | CAR SHAMPOO 1/2 LTR | | | | | | | | | | | | | | |
| 30 | POLISH CLOTH | | | | | | | | | | | | | | |
| 31 | PASS BOOK (NOS) | | | | | | | | | | | | | | |
| 32 | EMPTY BARRELS (NOS) | | | | | | | | | | | | | | |
| | TOTAL | | | | | | | | | | | | | | |

Note:- OIC's should enclose statement of tank wise details of stock

I/We hereby certify that the above stock is physically verified and found correct. I/We have also verified the stock declared by the AM/OIC with the Stock Register/Computer and found correct.

Unit Manager and Other Staff

Name Designation Signature

1 _____
2 _____
3 _____

Stock Verification Officers

Name Designation Signature

1 _____
2 _____
3 _____

Form - I

The Kerala State Civil Supplies Corporation Limited

Stock Reconciliation, Declaration and Verification of LPG Outlets/Kerosene Depot as on 31.03.2023

Name of the Outlet:.....

Outlet Code:.....

Depot:.....Region:.....

Quantity in Numbers

| Sl.No | Name of Commodity | Opening Balance as on 01.04.2022 | Receipts During the year | Total (OB+Recei pts) | Issue Durnig the year (Sales) | Sales Value | Book Stock as on 31.03.2023 | Physical Stock as on 31.03.2023 (Qty) | | | | Shortage | | | |
|-------|-----------------------------------|----------------------------------|--------------------------|----------------------|-------------------------------|-------------|-----------------------------|---------------------------------------|--------------------|-------------|--------|-------------|-----------|--------|---------------|
| | | No. | No. | (1+2) | No. | (.) | (3-4) | Good | Damaged/ Defective | Total (6+7) | P.Rate | Value (8X9) | Qty (5-8) | S.Rate | Value (11X12) |
| | | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | LPG DOMESTIC CYLINDER (FULL) | | | | | | | | | | | | | | |
| 2 | LPG DOMESTIC CYLINDER (EMPTY) | | | | | | | | | | | | | | |
| 3 | LPG NON DOMESTIC CYLINDER (FULL) | | | | | | | | | | | | | | |
| 4 | LPG NON DOMESTIC CYLINDER (EMPTY) | | | | | | | | | | | | | | |
| 5 | GAS STOVE | | | | | | | | | | | | | | |
| 6 | PRESSURE REGULATOR | | | | | | | | | | | | | | |
| 7 | RUBBER TUBE | | | | | | | | | | | | | | |
| 8 | GAS LIGHTER | | | | | | | | | | | | | | |
| 9 | KEROSENE | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | |
| | TOTAL | | | | | | | | | | | | | | |

Unit Manager and Other Staff

| | | | |
|---|-------------|--------------------|------------------|
| | Name | Designation | Signature |
| 1 | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ |

I/We hereby certify that the above stock is physically verified and found correct. I/We have also verified the stock declared by AM/OIC with the Stock register/Computer and found correct.

Stock Verification Officers

| | | | |
|---|-------------|--------------------|------------------|
| | Name | Designation | Signature |
| 1 | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ |

Form - J
The Kerala State Civil Supplies Corporation Limited
Stock Reconciliation, Declaration and Verification of Wheat Mills as on 31.03.2023

Name of the Mill:.....

Location of the Mill:.....

Depot:.....

Region:.....

| Sl. No | Commodity | Unit | O B as on 01.04.2022 | Receipts During the year | | | Issue Durnig the year | Book Stock as on 31.03.2023 | | Physical Stock as on 31.03.2023 | | Shortage/(Excess) | | | |
|--------|--------------|------|----------------------|--------------------------|----------|------------------|-----------------------|-----------------------------|------------------|---------------------------------|----------|-------------------|------|-------|--|
| | | | | From FCI | Transfer | Total | Production | No.of Bags | Quantity | No.of Bags | Quantity | Qty | Rate | Value | |
| | WHEAT | | | 2 | 3 | 4 = 2 + 3 | 5 | | 6 = 1+4-5 | | 7 | 8= 6-7 | | | |
| 1 | WHEAT | | 1 | | | | | | | | | | | | |
| | TOTAL | | | | | | | | | | | | | | |

| Sl. No | Commodity | Unit | O B as on 01.04.2022 | Receipts During the year | | | Issue Durnig the year | Book Stock as on 31.03.2023 | | Physical Stock as on 31.03.2023 | | Shortage/(Excess) | | | |
|--------|----------------|------|----------------------|--------------------------|----------|------------------|-----------------------|-----------------------------|------------------|---------------------------------|----------|-------------------|------|-------|--|
| | | | | Production | Transfer | Total | AWDs/Depots | No.of Bags | Quantity | No.of Bags | Quantity | Qty | Rate | Value | |
| | ATTA | | | 2 | 3 | 4 = 2 + 3 | 5 | | 6 = 1+4-5 | | 7 | 8= 6-7 | | | |
| 1 | FORTIFIED ATTA | | 1 | | | | | | | | | | | | |
| | TOTAL | | | | | | | | | | | | | | |

Atta in Transit as on 31.03.2023

| Quantity | Date of Issue to Depot |
|----------|------------------------|
| | |
| | |
| | |
| | |
| | |

I/We hereby certify that the above stock is physically verified and found correct. I/We have also verified the stock declared by the AM/OIC with the Sock register/Computer and found correct.

Unit Manager and Other Staff

Name Designation Signature

1 _____
2 _____
3 _____

Stock Verification Officers

Name Designation/Office Signature

1 _____
2 _____
3 _____

Form - P
The Kerala State Civil Supplies Corporation Limited

Details of shortage and recovery in connection with stock taking for the financial year 2022-23

Depot Name:

| Sl. No. | Name of Outlet/Depot | Shortage | Recovery | | Balance | Remarks on Balance |
|---------|----------------------|----------|----------|--------|---------|--------------------|
| | | | Date | Amount | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

Section Clerk & Assistant Manager
Name

Designation

1 _____

2 _____

3 _____

Stock Verification Officers
Name

Designation

1 _____

2 _____

3 _____