

**Form - E1**

**The Kerala State Civil Supplies Corporation Limited**

**Details of Vehicles owned by Supplyco as on 31.03.2024**

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 31.03.2024**

Name of the Outlet:.....

Quantity in Ltrs.

Outlet Code:.....

Depot:.....

Region:.....

Sl. No	Name of Commodity	Opening Balance as on 01.04.2023	Receipts During the year	Total (OB+Receipts)	Sales Durnig the year	Sales Value	Book Stock as on 31.03.2024	Admissible Shortage 2023-24	Book Stock after admissble shortage	Physical Stock as on 31.03.2024			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)														
	<b>TOTAL</b>														

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 31.03.2024**

Name of the Outlet:.....

Outlet Code:.....

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

Quantity in Numbers

Sl.No	Name of Commodity	Opening Balance as on 01.04.2023	Receipts During the year	Total (OB+Recei pts)	Issue Durnig the year (Sales)	Sales Value	Book Stock as on 31.03.2024	Physical Stock as on 31.03.2024 (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															
<b>TOTAL</b>															

Unit Manager and Other Staff

	<b>Name</b>	<b>Designation</b>	<b>Signature</b>
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

	<b>Name</b>	<b>Designation</b>	<b>Signature</b>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

**Form - J**  
**The Kerala State Civil Supplies Corporation Limited**  
**Stock Reconciliation, Declaration and Verification of Wheat Mills as on 31.03.2024**

Name of the Mill:.....

Location of the Mill:.....

Depot:.....

Region:.....

Sl. No	Commodity	Unit	O B as on 01.04.2023	Receipts During the year			Issue Durnig the year	Book Stock as on 31.03.2024		Physical Stock as on 31.03.2024		Shortage/(Excess)			
				From FCI	Transfer	Total	Production	No.of Bags	Quantity	No.of Bags	Quantity	Qty	Rate	Value	
	<b>WHEAT</b>			<b>2</b>	<b>3</b>	<b>4 = 2 + 3</b>	<b>5</b>		<b>6 = 1+4-5</b>		<b>7</b>	<b>8= 6-7</b>			
1	WHEAT		<b>1</b>												
	<b>TOTAL</b>														

Sl. No	Commodity	Unit	O B as on 01.04.2023	Receipts During the year			Issue Durnig the year	Book Stock as on 31.03.2024		Physical Stock as on 31.03.2024		Shortage/(Excess)			
				Production	Transfer	Total	AWDs/Depots	No.of Bags	Quantity	No.of Bags	Quantity	Qty	Rate	Value	
	<b>ATTA</b>			<b>2</b>	<b>3</b>	<b>4 = 2 + 3</b>	<b>5</b>		<b>6 = 1+4-5</b>		<b>7</b>	<b>8= 6-7</b>			
1	FORTIFIED ATTA		<b>1</b>												
	<b>TOTAL</b>														

**Atta in Transit as on 31.03.2024**

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 2023-24**

**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 \_\_\_\_\_