<u>കുറിപ്പ്</u>

ഇതോടൊപ്പമുള്ള ഉള്ളടക്കത്തിൽ (9 ഫാറങ്ങൾ) കാണിച്ചിട്ടുള്ളതുപോലെ കോളേജുകളിൽ സ്റ്റോക്ക് രജിസ്റ്ററു കൾ പരിപാലിക്കേണ്ടതാണ്. 5 മാസ്റ്റർ സ്റ്റോക്ക് രജിസ്റ്ററുകളും(ഓഫീസിൽ സൂക്ഷിക്കേണ്ടവ) 4 ഡിപ്പാർട്ട്മെന്റൽ സ്റ്റോക്ക് രജിസ്റ്ററുകളും ഇപ്രകാരം പരിപാലിക്കേണ്ടതാണ്.

1	. Master Stock Reg	ister of	Furniture	and Equ	iipment	ts				
Date	Particulars (No. &Date of contingent voucher, invoice etc.)	Rate	Qty. purchased	Stock No.	Total	Nos. Issued	Balance	Issued to whom	Signature of the recipients with seal	Signature of the Principal with seal
	Stock available as on									

Date	Particulars (No. &Date of contingent voucher, invoice etc.)	Rate	Qty. purchased	Manufactural Sl.No.of each equipments	Stock No.	Total	Nos. Issued	Balance	Issued to whom	Signature of the recipients with seal	Signature of the Principa with seal
	Stock available as on										

Date	Particulars (No. &Date of contingent voucher, invoice etc.)	Rate	Qty. purchased	Manufactural Sl.No.of each equipments	Stock No.	Total	Nos. Issued	Balance	lssued to whom	Signature of the recipients with seal	Signature of the Principal with seal
	Stock available as on										

Date	Particulars (No. &Date of contingent voucher, invoice etc.)	Rate	Qty. purchased	Total	Nos. Issued	Balance	lssued to whom	Signature of the recipients with seal	Signature of the Principal with seal
	Stock available as on								

Date	Particulars (No. &Date of contingent voucher, invoice etc.)	Rate	Qty. purchased	Total	Nos. Issued	Balance	Issued to whom	Signature of the recipients with seal	Signature of the Principal with seal
	Stock available as on								

Date	Particulars (No. &Date of contingent voucher, invoice etc.)	Rate	Qty. purchased	Stock No.	Sl.No.in the master Stock Register	Nos. Received	Total	Signature of the recipients with seal	Signature of the Principal with seal
	Stock available as on								

Date	Particulars (No.	Rate	Qty.	Manufactural	Stock	Sl.No.in the	Nos.	Total	Signature	Signature
	&Date of		purchased	Sl.No.of each	No.	Master	Received		of the	of the
	contingent			equipments		Stock			receipient	Principal
	voucher,					Register			with seal	with seal
	invoice etc.)									
	Stock available									
	as on									

Date	&Date of	Rate	Qty. purchased	Manufactural Sl.No.of each	Stock No.	Sl.No.in the Master	Nos. Received	Total	Signature of the	Signature of the
	contingent voucher, invoice etc.)			equipments		Stock Register			receipient with seal	Principal with seal
	Stock available as on									

	9.De	partmenta	al Stock	Register	of Perisł	nable Ar	ticles	:(alcoh	ol, chei	micals, vege	tables etc.)	
Date	Particulars (No. &Date of contingent voucher, invoice etc.)	Rate	Qty. purchas ed	Sl.No.in the Master Stock Register	Nos. Receive d	Signatu re of the HOD	Total	Nos. Issued	Issued to Whom	Signature of the receipent	Signature of the HOD with seal	Signature of the Principal with seal
	Stock available as on 											