

Form SVM 2

BHARAT HEAVY ELECTRICALS LIMITED

DIVISION.....

Stock Verification Discrepancy Voucher

(Para 3.4.1 & 3.9.2 of Stock Verification Manual)

Name of the Department.....

Name of the stores/sub-stores.....

Field Book Ref.....

Voucher No.....

Date

Date of verification.....

Sl. No.	Material Code No/ Plant No.	Description & specification of the item	Unit	Physical stock/ ground balance	Bin/Kardex card balance	Discrepancy						Initials of Accountant PSL	Remarks
						Shortages			Surplus				
						Qty.	Rate.	Value	Qty.	Rate.	Value		
1	2	3	4	5	6	7a	7b	7c	8a	8b	8c	9	10

(41)

Signature of Stock Verifier Signature of Chief/Head Stock Verifier Signature of Store Keeper Signature of Store Officer/Engineer

Date :

Date :

Date :

Date :

Form SVM 2 (Contd.)

Explanation of the store keeper for the discrepancy revealed	Comments of the Officer incharge of stores concerned	Recommendations of the Manager (Stores)/ (Production)	Recommendations/orders of the Head of the Department.
11.	12.	13.	14.

(42)

Signature
Date :

Signature
Date :

Signature
Date :

Signature
Date :

Orders of the competent authority

- * (i) Write off sanctioned
- * (ii) Adjustment of surplus approved
- * (iii) The amount of Rs.....to be recovered from Shri.....due to his negligence.

Remarks of Finance and Account department

Accounts Officer/Senior Accounts Officer

*Strike out whichever is not applicable.

Signature of competent authority

Designation.....

Date.....

BHARAT HEAVY ELECTRICALS LIMITED.

Form SVM 3

DIVISION.....

Register of Discrepancies

(Para 3.5 of Stock Verification Manual)

Sl. No.	Material code No./ Plant No.	Description and specification of item	Stock Verification Discrepancy Vr. No.	Unit	Discrepancy				Whether bin card PSL reconciliation was done during the year (Yes/No)	Date of sending Stock Verification Discrepancy Voucher to PSL for Pricing
					Shortage		Surplus			
					Qty	Value Rs. Ps.	Qty	Value Rs. Ps.		
1.	2.	3.	4.	5.	6a	6b	7a	7b	8.	9.

(43)

Date of receipt of Stock Verification Discrepancy voucher from PSL after pricing	Date of sending Stock Verification Discrepancy vr. to stores for write off/Approval for adjustment after pricing	Date of receipt to Stock Verification discrepancy voucher after write off sanction/ approval for adjustment	Particulars of adjustment	Remarks
10.	11.	12.	13.	14.

BHARAT HEAVY ELECTRICALS LIMITED

Form SVM 8

DIVISION

Monthly Progress Report of Stock Verification for the Month.....

(Para 6.1.1 of Stock Verification Manual)

Sl. No.	Name of Stock Verifier	Total number of items of stock to be verified during the year (as per programme)	No. of items required to be verified during the month		Total	No. of items actually verified during the month	No. of items not verified during the month and carried over to the next month
			Arrears from the last month, if any	Due for this month			
1	2	3	4	5	6	7	8

(49)

No. of discrepancies noticed during the month		Cumulative No. of discrepancies noticed till date	
Shortages	Supluses	Shortages	Supluses
9a	9b	10a	10b

Signature of the Chief/Head Stock Verifier

Signature of Stock Verification Officer

Submitted to :—

The Manager (F)/Head of Finance & Accounts department for information please.

Form SVM 9

BHARAT HEAVY ELECTRICALS LIMITED

DIVISION.....

Monthly Progress Report On Discrepancy Vouchers

(Para 6.1.2 of Stock Verification Manual)

Sl. No.	Deptt.	DVs pending as per previous report				DVs raised during the month				DVs cleared during the month				DVs pending for clearance			
		Shortages		Surpluses		Shortages		Surpluses		Shortages		Surpluses		Shortages		Surpluses	
		Nos. Value		Nos. Value		Nos. Value		Nos. Value		Nos. Value		Nos. Value		Nos. Value		Nos. Value	
		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.	
1.	2.	3a	3b	4a	4b	5a	5b	6a	6b	7a	7b	8a	8b	9a	9b	10a	10b

Break-up of pending DVs										Remarks (Specific reasons for DVs outstanding for more than 4 months/2 months)		
More than 4* months old				More than two months but less than 4 months old				Less than two months old				
Shortage		Surpluses		Shortages		Surpluses		Shortages				
Nos. Value		Nos. Value		Shortages		Surpluses		Nos. Value				
Rs. P.		Rs. P.		Nos. Value		Nos. Value		Nos. Value				
				Rs. P.		Rs. P.		Rs. P.				
11a	11b	12a	12b	13a	13b	14a	14b	15a	15b	16a	16b	17

Signature of the Chief/Head Stock Verifier

Signature of Stock Verification Officer

Submitted to : The Manager (F)/Head of Finance & Accounts department for information please

Copy to : Manager (Stores)/Production for information and necessary action towards speedy settlement of pending discrepancies.

* Separate yearwise break up will be necessary if they are more than one year old.