Delhi Tourism

Delhi Tourism & Transportation Development Corporation Ltd.
18-A DDA SCO Complex, Defence Colony, New Delhi – 110 024
Telephone: 24619026, 24647005,24653177 Fax: 24697352

No.DTTDC/Finance/Phy. Verification/2026/75
Date: 23.....March 2026

OFFICE ORDER

1.0 In line with past practice, physical verification of the cash, stock and assets available at units/divisions as on 31st March shall be carried out on 1st April. List of officers deputed on physical verification duty and vends/units entrusted indicated against their names is annexed.

2.0 The unit in-charges shall ensure presence of all officers posted at unit(s) and provide all assistance in smooth and timely conduct of physical verification. Unit in-charge should submit the details of breakage available as on 31st March 2026 in the enclosed format. Bills for adjustment of Imprest/contingent advance, electricity & telephone bills along with covering letter and surrender the un-utilized Imprest/contingent advance at head office on or before 31.3.2026 positively.

3.0 The officers deputed on physical verification duties are directed to report at the concerned shop/unit/division at 10.00 a.m. sharp on **Ist April, 2026** and prepare the report strictly as per the enclosed prescribed formats (in duplicate) as at the close of 31st March 2026 and submit these verification reports signed by him/her and unit in-charge to Liquor Division by 10.00 a.m. **on 4th April, 2026**. The officers deputed at units/division for physical verification duties will submit verification reports to their concerned divisional heads of Operations and Finance Separately.

4.0 Officers deputed for physical verification shall be responsible for any discrepancy which come to the notice of management subsequently. All officers deputed on physical verification shall ensure following:

- Shortages noticed should be reported along with value.
- Prepare list of prescribed registers and records available and missing.
- Physical verification of assets should be as per asset register maintained.

5.0 All Divisional heads shall ensure opening of units/division at **10.00 a.m. on 01-04-2026** so that verification could be completed before functioning for the day start.

6.0 Internal Auditors have also been advised to depute their staff to oversee the physical verification exercise. All concerned are requested to extend their cooperation.

23/03/26.
(D.Karthikeyan)
General Manager

All Concerned
Encls: As Above.

Copy to:-

1. Sr.PPS to MD & CEO
2. PPS to FC
3. All Sr. Chief Managers/Chief Managers/Mgrs/DMs :- With a request to ensure deployment of officer on assignec physical verification duties.
4. M(IT) – pl upload on DTTDC website
5. All Unit In-charges/ divisions
6. Internal Auditors
7. Notice Board

Delhi Tourism

Delhi Tourism & Transportation Development Corporation Ltd.

Physical verification as on 31.3.2026 (Closing)

Date of Physical Verification 1st April 2026

List of Units

S.N	Name of Unit	Name of the officers deputed ($/$h/Ms)	Designation	Place of posting
1	**Head Office** Mool Chand and Stores	Gogi Sangeeta Ashish Pandey	Dy.Manager AM IT Executive	Hqrs. Hqrs. Hqrs.
2.	Liquor Division Laxmi Nagar Coffee Home office	Pramod Rai Sunder	Manager JFE	Catering Hqrs.
3.	Engg. Division - Wazirabad	Pankaj Gaur Abhinandan	Manager Accts.Exe.	DHPP Hqrs.
4.	Engg. Division – Lajpat Nagar	Sanjay Madaan Rahul	DM , MT	Hqrs. Hqrs.
5	Engg. Division – Prem Bari	Anjana Chandra	AM AM	DH PP DHPP
6	Dilli Haat — Pitampura Complete unit	Shri A.N. Pandey Shri Deepesh Shah	AM MT	Liq.Division Hqrs.
a	School Group tour Division DH PP			
b	DITTM Office DH PP			
c	Adv. Tourism Div DH PP & MMTY			
7	Subhash Chander Bose Memorial Tourist Complex, Tikri Kalan Village	Narinder Kelkar	AM	DHPP
8	Garden of five senses, Said-ul-Ajaib	Mohan Singh Gajanand	Manager FE	Tourism Hqrs.
9	Transport Division, Aurobindo Marg	Reema Jain	DM	Travel
10	Dilli Haat — Opp. INA (Complete Unit — All Divs. including Legal, Accounts, PR & Pub (Store) & Information Counter (Tsm.),Travel and Kalam Memorial etc.	Laxmikant Sunita Rana	DM AM	Hqrs. GFS
11	Dilli Haat —Janakpuri.	Sunita Bhandari Leena	AM AG-I	Hqrs. Hqrs.
12	Bhaleswa Lake	Jai Pal	ATC	Naini Lake
13	Sanjay Lake Boating	Jai Pal	ATC	Naini Lake
14	Sanjay Lake, Patpar Ganj	Outsourced		
15	Coffee Home Con. Place	Ashok Sharma Sandeep	AM JFE	Plg. HQ
16	Coffee Home R.K.Puram	Outsourced/vacant		
17	Coffee Home Media ITO	Outsourced/vacant		
18	Coffee Home Laxmi Nagar	Outsourced		
19	Coffee Home Vikas Puri	Outsourced/vacant		
20	Coffee Home Bindapur	Outsourced/vacant		
21	Shaheed Bhagat Singh Coffee Home	Outsourced/vacant		
22	Tourism Office /CRO Inf. Counter	Jitender Sharma Sandeep	PS JFE	GFS Hqrs.
23	Domestic Airport Inf. Counter	Pramod Rai	Manager	Catering
24	New Delhi Inf. Counter	Jitender Shama Sandeep	PS JFE	GFS Hqrs.
25	Nizamuddin Inf. Counter	Closed		
26	Noida Tsm Inf. Counter	Closed (vacant)		
27	GTB Memorial — Singhu Border	Sanjit	Acc. Exe.	DH INA
28	Nature Bazar	Outsourced		
29	Naini Lake	Vinod Dabas	Sr.LGuard	Bhalswa Lake

If any other unit are left or newly opened, Divisional head may ensure to conduct Physical verification of their unit / Division at their own level.

For all closed / outsourced units Divisional Head will give certificate accordingly.

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 1 -(S.O. Kulvinder Singh)					
1	Darya Ganj	Surender Singh	9312267657	Chinta mani	GCA	9718126099
2	Darya Ganj - Ii	Surender Singh	9818860749	Pardeep kumar (703)	store keeper	9910932603
3	Dbg Market. Karol Bagh, 82&68 (Imfl+Cl)	K.P. Rai (954)	9811239204	Harminder	AG-1	9810525596
4	Dbg Road Karol Bagh, Shop No. 138	K.P. Rai (954)	9811239204	Harminder	AG-1	9810525596
5	Padam Singh Road	Sunil Chaudhary	9868288696	Anand	JR SALES MAN (HQ)	9958304487
6	East Park Road Karol Bagh (8635/-1)	Vikas Gautam (1043)	9871072929	Harminder	AG-1	9810525596
7	Faiz Road (Imfl+Cl)	Mala Ram (913)	9811966133	Pradeep Sharma	AG-1	9818860749
8	Darya Ganj -III	Pardeep Kumar Sharma	9818860749	Sudesh chand	GCA	8527325814
9	Kailash Nagar / Pandav Nagar, Shop No. 15 Truck Mk	Nitin Sharma	9811471294	Sanjay Kumar	AG-1 Sales Man	9818624002
10	Kashmiri Gate - Ii	Raghunath Singh	7838111767	Surender Singh	AG-1 Store	9312267657
11	Kashmiri Gate Metro Station	chinta mani	9718126099	Mala Ram	AM	9811966133
12	Laxmi Nagar Coffee Home	Naveen Yadav (823)	9540016123	Nitin Sharma	AM	9811471294
13	Paharganj	Jaswant kumar	9899172800	Shri Ram Mehto	Sales man	9871651584
14	Pandav Nagar 3, (53)	Naveen yadav	9540016123	Bhagirath	DM	9971182199
15	Pandav Nagar Ii, Plot No. 1	Sanjay Kumar	9818624002	Bhagirath	DM	9971182199
16	Rajendra Place (Imfl+Cl)	Vikas Gautam (1043)	9871072929	Sunil Chandhary	AG-1	9868288696
17	Shakarpur -I, Vikas Marg 434/	kishor kumar	9958393499	Mukesh Kumar	JSM	7065498872
18	Shakarpur-Iii, U-68	Ashok kumar	9810621981	Bhagirath	DM	9971182199
19	Shankar Road	Shriram Mahto	9871651584	K P Rai	SM	9811239204
20	South Ganesh Nagar, (C-46A)	Yogesh jojoria	9999758239	Ashok Kumar	AG-1	9810621981
21	Yashwnat Place (122) Chanakya Puri	Virender Sahrawat	9810762240	Ram niwas	DM	9871459238
22	Kailash Nagar II	Mukesh kumar	7065498872	Yogesh jojoria	Sales man	9999758239

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 2 (S.O. C.L. Meena)					
23	**Deenpur Cl**	**Rajesh Kumar**	**9654864042**	**Naseer Ahmed**	**AG-1**	**9868708039**
24	Dwarka 12, Ashish Plaza	Chander sahjwan	9868898465	Surinder Singh	AM	9910277444
25	Dwarka 12-Ii, (Pankaj Plaza)	Surinder Singh	9910277444	Narender Soni	AG-1	9891046305
26	Dwarka 12-Iii, Mlu (G-1&G-2)	Chander Sahjwan	9868898465	Anudeep Singh	DM	9911149509
27	Dwarka 14, Shop No. 3&32	Ramesh Kumar	9999424349	Anudeep Singh	DM	9911149509
28	Dwarka 20 - V (G11,12,13,14)	Narender Soni	9891046305	D.P.Gonade	DM	9818269929
29	Dwarka 20 (Iv) (G9&G10)	Kanhaiya	9971264940	D.P.Gonade	DM	9818269929
30	Dwarka Sec. 3, Vardhman Centre Mkt.	Surinder Singh	9910277444	Anudeep Singh	DM	9911149509
31	Dwarkar 20 - Iii, (G2 Vpp)	Yogesh Kumar	9999601355	D.P.Gonade	DM	9818269929
32	Gopal Nagar, Najafgarh	Naseer Ahmed	9868708039	Ram Singh	SALES GRADE-1	9971734844
33	Indira Park, (Rz25A)	Jitender	9968398884	Jagpal Singh	SALES GRADE-1	8802735346
34	**Mangla Puri Cl**	**Jagpal Singh**	**8802735346**	**Manmohan Rawat**	**JR SALES MAN**	**9871668193**
35	Manglapuri- Ii, Shop No. 1&2	Jagpal Singh	8802735346	Manmohan Rawat	**JR SALES MAN**	**9871668193**
36	Nangal Raya - Iii	Ranjeet singh	9818657960	Jitender	**JR SALES MAN**	9968398884
37	**Nangal Raya Cl**	Ranjeet singh	9818657960	**Jitender**	**JR SALES MAN**	9968398884
38	Naseer Pur -Ii, Dda Csc	Susheel Kumar	9910094938	Yogesh Kumar	SALES GRADE-1	9999601355
39	Palam Colony (2) (Raj Nagar-Rz-1/6)	Michael Jayraj	8802585485	Chander Sajwan	AM (TOURISM)	9868898465
40	Palam Colony (Galaxy-Wz-300)	Manmohan Rawat	9871668193	Mukesh Kumar	JR SALES MAN	8287553793
41	Palam Raj Nagar - 2 (Wz-426)	Mukesh Kumar	8287553793	Kanhiya	JR SALES MAN	9971264940
42	Roshan Pura (Rz-9) Najafgarh	Ram Singh	7011760353	Ramesh Kumar	store keeper	9999424349
43	Dwarka sec - 7	rajesh meena	9818611066	Susheel Kumar	Sales Man	9910094938
44	Dwarka sec - 7 II	Narender soni	9891046305	Rajesh Meena	AM	9818611066
45	Dwarka sec - 12 Metro	Yogesh	9818657960	Rajesh Meena	AM	9818611066

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 3 (S.O. M.M. Khatri)					
46	Kingsway Camp	Ram Tirath	9899750460	Vijander Panwar	DM	9811830357
47	Swaroop Nagar	Naveen Kumar Singh	9015807202	Sanjit Kumar	AACC	8010028732
48	**Alipur Cl**	**Rana Babu**	**9910760809**	Sanjit Kumar	**AACC**	**8010028732**
49	Ashok Vihar	Harinder Saha	9811426255	Sanjeev Verma	AG-1	9990010184
50	**Azadpur - Cl**	**Vipin Kumar Jain**	**9868185331**	**Narinder Meena**	**DM**	**8076064381**
51	Azadpur Naini Wala Bagh	Vipin Kumar Jain	9868185331	Narinder Meena	DM	8076064381
52	**Budh Vihar - Cl**	**Surender Kaushik**	**9211585413**	**Rakesh**	**JR SALES MAN**	**9910212700**
53	Dwarka Sec. 20 (Zakhira) (Imfl+Cl)	Jaswant	9810546804	Tarun Kumar	AG-1	9899321122
54	Ghanta Ghar	Azad singh	9210243855	Kuldeep Pathania	AG-1 Store	9958649128
55	Gt Karnal Road	Sanjeev verma	9990010184	Narinder Meena	DM (ACCOUNTS)	8076064381
56	Jahangir Puri	Amod Updahdaya	9819426329	Vipin Kumar Jain	AG-1	9868185331
57	Libaspur - I	Virender Singh	9555996389	Amod Updahdaya	Sales man	9819426329
58	Malka Ganj	Kuldeep Pathania	9958649128	Raghunath	AG-1 GENERAL	7838111767
59	Model Town- Ii	Ram Tirath	9899750460	Vijander Panwar	DM (PR)	9811830357
60	**Narela - Ist, S.G.T. Nagar - Cl**	Satish Kumar	9873660920	**Jagmohan**	**DM**	**9899644694**
61	Narela Ii, Vardhman Mall (Imfl+Cl)	Sanjay Mathpal	9958762862	Jagmohan	DM	9899694694
62	Narela -Iv, Select Mall / Mangol Puri-Iv	Satish Kumar	9873660920	Jagmohan	DM	9899694694
63	Narela-Iii, Shop No. 12	Sanjay Mathpal	9958762862	Jagmohan	DM	9899694694
64	S.P. Thala, (A/7)	A N Panday	9891925245	**Narinder Meena**	DM	**8076064381**
65	Shalimar Bagh (Haider Pur)	Rajpal	9871805777	Harinder Saha	JR SALES MAN	9811426255
66	Siraspur	Anand Kumar Jain	9871261865	Virender Singh	Sales Man	9555996389
67	Swatantra Nagar	Diwani Ram	9654943424	Sanjay Matpal	AG-1 (CATERING)	9711844604

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 4 (S.O. Ashok kumar)					
68	**Mangol Puri - Ii, - Cl**	**Harender Kumar**	**8287228681**	**Om Prakash**	**AG-1**	**9968093836**
69	Mukherjee Nagar (Imfl+Cl)	Pradeep Kumar Gaur	9717356751	Vijander Panwar	DM	9811830357
70	Nimri Colony (Imfl+Cl)	Yatish kumar	9868621797	Dharmvir	JR SALES MAN	9871731416
71	Pitampura - Ii, Lg-9A, Apra Plaza Road	Kelkar	9540144538	J.S.Rawat	AG-1 (SALES)	9810047692
72	Pitampura - V, (Pankaj Acrade)	narinder kelkar	9540144538	Sandeep Jain	AG-1	9811215934
73	Pitampura - Vi (Nn Tower)	Ajay	8851228464	Harender Julia	JSN	8287228681
74	Pitampura Samrat Enclave (Imfl+Cl)	J.S. Rawat	9810047692	Kapoor Singh	JSM	9540450900
75	**Rajeev Nagar - Cl**	**Rakesh kumar**	**9910212700**	**Nagender Singh**	**AG-1**	**8744007276**
76	Rohini - 3, Sec - 10, Twin Centre	Sandeep Jain	9811215934	**Surender Kaushik**	Sales man	**9211585413**
77	Rohini Sec - 9 (Amba Tower)	Sandeep Jain	9811215934	**Surender Kaushik**	Sales man	**9211585413**
78	Rohini Sec-2 / 37 Aditya Mega Mall Imfl	Harender Gulia	8287228681	Manoj Kumar	DHPP (JR SALES MAN)	8527056052
79	Rohini Sec-4, (Shop No. 5)	Rakesh kumar	9910212700	Manoj Kumar	DHPP (JR SALES MAN)	8527056052
80	Rohini Sector 11 (Bg-5&6) Rg Metro Arcade	kuldeep dabas	9718139190	Anand Kumar Jain	SALES MAN GR-1	9871261865
81	Rohtak Road - Ii (A-5)	Anil Chaudhary	9811369118	**Nagender Singh**	**AG-1**	**8744007276**
82	Samay Pur Badli, (B-1, Suraj Park)	Naveen Kumar	9015807202	kuldeep dabas	JSM	9718139190
83	Samaypur Badli - Ii, Shop No.-33	Virender Singh	9555996389	Naveen Kumar	AM	9015807202
84	Sanjay G. Tpt Nagar, Cw-233, (Imfl+Cl)	Rajpal	9871805777	Shripal Singh	SALES GRADE-1	9717839096
85	Sanjay Gandhi Tpt Nagar - Ii, (Bg-591)	Ramesh Chand Meena	9718248031	Rajpal	SALES GRADE-1	9871805777
86	Sanjay Gandhi Tpt Nagar(Cw530)	Hamid Ali	9871502074	Ramah Chand Meena	store keeper	9718248031
87	Sanjay Gandhi Vardhman Plaza, G-6 & G-7	Shripal Singh	9717839096	Hamind Ali	SALES GRADE-1	9871502074
88	Dwarka sec - 6	Anil Chaudhary	9811369118	CL Meena	DM	9968963223

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 5 (suresh khatik)					
89	Aditya Mall - Ii	Naresh Arora	7503875138	Sanjay Bhardwaj	AG-1	8860325445
90	Dayalpur	Sunil Kumar	8810303094	Sunil Dutt	JR SALES MAN	9990573057
91	Sadatpur - Ii Imfl Vend	Sunil Dutt	9990573057	Naresh kumar	Sales Man	8860259049
92	Chand Bagh	Nitin Sharma	9811471294	Naresh kumar	Sales Man	8860259049
93	Dilshad Garden	Sanjay Bhardwaj	8860325445	Arvind Kumar	SG-1	9310793077
94	Dilshad Garden - Ii	Jitender kumar	9911655771	Praveen Kumar	DM	9810063798
95	Gokulpuri Loni Road	Mukesh sharma	9873128564	Gaurav Sharma	Fin Exc.(HQ)	9999964270
96	Gtb Enclave - New, Shop No. 17, Csc Mkt.	Jitender kumar	9911655771	Praveen Kumar	DM	9810063798
97	Gtb Enclave 2, Shop No. 25, Csc	Madan Singh	9717616066	Praveen Kumar	DM	9810063798
98	Jagatpuri 100 Ft. Wide Road	mukesh kumar	9971907021	Ashok Kumar	JSM (HQ)	9811948831
99	Jheel Khuranja, 410	Sunder Singh	8708331540	Rajesh Kumar Sharma	AM (TOURISM)	8505853508
100	**Johripur Cl**	**Chander Dev**	**9810611986**	**Naresh Kumar**	sales man	8860259049
101	Krishna Nagar - Iii, E-4/23	Darshan singh	9990989275	Pooran Joshi	AACC	9911164540
102	Krishna Nagar - Iv	Ashok Sharma	9289616347	Darshan Singh	AG-1	9990989275
103	**Mandoli - Cl**	**Vijay Kumar**	**9910591054**	Arvind Kumar	SALES GRADE-1	9310793077
104	Meet Nagar (Imfl+Cl)	Chander Dev	9810611986	Gaurav Sharma	Fin Exc.(HQ)	9999964270
105	Meet Nagar-Ii, (A-430) WZ II	Bhopal Singh	9710712524	Gaurav Sharma	Fin Exc.(HQ)	9999964270
106	Radhey Puri (Jagatpuri Krishna Nagar)	Pooran Joshi	9911164540	Sunder Singh	JR SALES MAN	8708331540
107	Rajgarh Colony	Rajender Singh Karakot	8826001072	Rajesh Kumar Sharma	AM (TOURISM)	8505853508
108	Saboli Extn.	Vijay Kumar	9910591054	Arvind Kumar	SALES GRADE-1	9310793077
109	**Sadatpur Cl**	**Sunil dutt**	**9990573057**	**Chander Dev**	**AG-1**	**9810611986**
110	Savita Vihar - Ii, G-23&5, Ajnara Complex	Bijender Singh	9911953728	Sunil Kumar Jain	SG-1	9868664840
111	Harsaron shahdara	mukesh kumar	9971907021	Gaurav Sharma	Fin Exc.(HQ)	9999964270

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 6 (S.O. Bhagirath)					
112	Ganesh Nagar, (C-117)	Satish Kumar Rana	9810699169	Suraj mani	AM	9818309923
113	Gazi Pur 3, (871)	Jaiveer Bhati	9871906564	Deepak Jain	AG-1	9868129299
114	Gazi Pur, Shop No. 540, Ifc	Manoj Kr Rai	9871787546	Sashi kant	AG-1	9213427499
115	Gazipur Dairy Farm, (C-1/A)	Nafe Singh	9873195393	Jaiveer Bhati	Sales Man	9871906564
116	Gazipur Iv (465)	Shashi kant	9213427499	Nafe Singh	AG-1	9873195393
117	Gharoli Ii Kondly	Deepak Jain	9868129299	Kuldeep Sharma	Sales Man	9654674070
118	Jheel Khureja, 169A	bhagwat singh	8800378939	Rajesh Kumar Sharma	AM (TOURISM)	8505853508
119	Karkardooma-Iii, Plot No.-10	Naresh Arora	7503875138	Naveen Yadav	coffee home	9540016123
120	**Kotla - Cl**	**Deepak Kumar Jain**	**9868129299**	Bhagwat	**SALES GRADE-1**	**8800378939**
121	Mayur Vihar 3 (Csc3), (13,14,20)	Kuldeep Sharma	9654674070	Naresh Arora	Sales Man	7503875138
122	Mayur Vihar Ii, Shop No. 4&5	Vijay Kumar	9650584304	Harish Kumar	**AG-1 Store**	9990059608
123	Mayur Vihar Phase 3 (Csc4) (7,8,11,12,13)	Haribans Rai	9910603496	Manoj kaushik	AM	9891927927
124	Mayur Vihar, Dlf Galleria Mall	Manoj Kaushik	9891927927	vijay Kumar	AM	9650584304
125	Mayur Vihar, Dlf Galleria Mall - ii	Manoj Kaushik	9891927927	vijay Kumar	AM	9650584304
126	Mayur Vihar, Vardhman, Kh. No. 272	Harish Kumar	9990059608	**Manoj Rai**	**AG-1**	**9871787546**
127	**New Ashok Nagar - Cl**	**Praveen Kumar**	**7011947006**	**Manoj Rai**	**AG-1**	**9871787546**
128	New Kondly, (Shop No. 148 & 149)	Harish Kumar	9990059608	Praveen Kumar	AG-1	7011947006
129	Timarpur (A-7, Truck Parking)	Praveen Giri	9871968895	Pradeep Kumar Gaur	A.T.C	9717356751
130	Timarpur Ii, Shop No. 30,32 & 34	Parveen Giri	9871968895	Ram Tirath	AG-1	9899750460
131	Vasundra enclave	Jaiveer Bhati	9871906564	Hari vash Rai	AG-1	9910603496
132	Chilla Dallu pura	Haribans Rai	9910603496	Manoj kaushik	AM	9891927927

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 7 (S.O. N.K. Meena)					
133	Jwalapuri - I, Pvc Mkt.	Arun Choudhary	8595466994	Ashok Kumar	DM	9711705204
134	Karampura	Jaswant	9810546804	Paramhansh rai	Sales man	9654316912
135	Khayala -Ii, Shyam Nagar, (Wz-9/1)	Sanjeev Kumar	9711979902	**Mukesh Rana**	**AG-1 SALES**	**9212367886**
136	Khayala Dda Market (15 To 18)	pawan bisht	8920478009	Sanjeev Kumar	JR SALES MAN	9711979902
137	Mangol Puri -1, (A-28), (Imfl+Cl)	Gaurav Sharma	9350551759	Anil Chaudhary	AM (ACCOUNTS)	9811369118
138	Mangol Puri-Iii, (T-4/3)	Gaurav Sharma	9350551759	Sanjay Malik	AM	9868075794
139	Moti Nagar	Ashok Kumar (639)	9910639334	Jashwant	JSM	9810546804
140	Nawada -I, (2&5)	sunil rana	9911283567	Jai Pal	JR SALES MAN	8595586050
141	**Nihal Vihar - Cl**	**Arun Chaudhary**	**9810926401**	Ashok Kumar	DM	9711705204
142	Paschim Vihar -Ii, Shop No. 26 To 32	Chandrakant	9958685865	Arun Chaudhary	ASS. GRADE-1	8595466994
143	**Sultan Puri S.P. Mazra - Cl**	**Nagender Singh**	**8744007276**	**Sanjay Malik**	**AM**	9868075794
144	Sultanpuri Dda M	Nagender Singh	8744007276	**Sanjay Malik**	**AM**	9868075794
145	Uttam Nagar East Metro	Jai Pal	8595586050	Satish Katoch	PPS	9717035419
146	Uttam Nagar West	Sunil Kumar	9911283567	Satish Katoch	PPS	9717035419
147	Vikaspuri (Vardhman), G-10A & G-11A	A.P. Panday	8448746359	Ashok Kumar	DM	9711705204
148	Vikaspuri Budela (1&2)	Hemraj Thakur	9213360536	Satish Katoch	PPS	9717035419
149	Vikaspuri-Iii	A.P. Panday	8448746359	Ashok Kumar	DM	9711705204
150	Vishnu Garden Ii	Sanjeev kumar	9711979902	Chandrakant	JR SALES MAN	9958685865
151	Tilak nagar	hemraj	9213360536	AP Panday	COOK	8448746359
152	Fun cinema moti nagar	Paramhansh Rai	9654316912	Rajneesh Maan	AG-1	9999621000

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 8 (S.O. Vijender Panwar)					
153	Bali Nagar	Paramhansh Rai	9654316912	Rajeev Kanojia	store keeper	9811260802
154	Janakpuri Vardhman	Satish Dabas	9810361883	Vipin Madaan	PPS	9811076156
155	Janakpuri, Janak Cinema Complex	Satish Dabas	9810361883	Vipin Madaan	PPS	9811076156
156	Kirti Nagar (Imfl+Cl)	Raj Kumar Chauhan	9873150550	Arun Kumar	(GFS) Jr. Sales Man	8882065001
157	Mahipalpur - 1	harish bisht	9999597860	Pankaj Dagar	AG-1	9211230419
158	Munirka 1(New), Lsc Super Bazar	Sube Singh Meena	9990844900	C.L.Meena	DM	9968963223
159	Munirka 2, Shopping Centre A-1	Sube Singh Meena	9990844900	C.L.Meena	DM	9968963223
160	R K Puram Sec- 12 / Badarpur(3) Metro	Umesh Chander Choud	9250614679	Rajeev Kumar	AG-1	9811260802
161	R K Puram Sec -6 / Palam Extension, (G-38A)	Pankaj Rai	9873025744	Narender Nagpal	DM	9811748054
162	Raghubir Nagar	Rajeev Kanojia	9811260802	MM Khatri	DM	9868832167
163	Raja Garden	Anil Chaudhary	9811369118	MM Khatri	DM	9868832167
164	Rajouri Garden - Ii	Rajneesh Maan	9999621000	Hem Raj	AM	9213360536
165	Rajouri Garden, Metro	Rajneesh Maan	9999621000	Satish Dabas	store keeper	9810361883
166	S.P. Mukherjee Park, (184)	Rajeev Kanojia	9811260802	Bhupendra prakash	AG-1	9213149505
167	Safderjung Enclave -Ii	Abhinandan Jain	9953794030	Ram Niwas	DM	9871459238
168	Satguru Metro	Ashok Kumar (639)	9910639334	Raj Kumar Chauhan	AM	9873150550
169	Vasant Kunj (B-7) Rohini Sec. 17	Laxman Singh	9911118960	Narender Nagpal	DM	9811748054
170	Vasant Kunj Masoodpur	Pankaj Dagar	9211230419	Laxman Singh	AG-1	9911118960
171	Vasant Vihar - I, C4C Block	Pankaj Kr Rai	9873025744	Narender Nagpal	DM	9811748054
172	kirti nagar II	Raj Kumar Chauhan	9873150550	Arun Kumar	(GFS) Sales Man	8882065001
173	Yusuf sarai	virender sehrawat	9810762240	Ram Niwas	DM	9871459238
174	Mahipal pur II	harish bisht	9999597860	Pankaj Kumar Rai	SALES MAN GR-1	9873025744

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 9 (S.O. Sunil Kotnala)					
175	Badarpur -I, (C-2)	Pradeep Kumar	9811356689	Desh RaJ	DM	9911135504
176	Defence Colony	Sanjeev Indora	9899375141	Sanjay Madaan	AM	9811039876
177	East Of Kailash, Suraj Park-5Csc	Rajender Singh	9015807056	Sanjay Madaan	AM	9811039876
178	**Govind Puri - Cl + imfl**	Sanjeev Indora	9899375141	**Kulvinder Singh**	DM	**9811681751**
179	Greater Kailash -I, (37)	Ashok Chauhan	8826245749	Kulvinder Singh	DM	**9811681751**
180	Jasola Mall	Narain Singh	9278333347	Desh Raj	DM	9911135504
181	Jasola Mall - Ii, (Dlf Tower-2)	vinod kumar	9650281043	Desh Raj	DM	9911135504
182	Jungpura	Babu Lal Meena	7290809593	Sanjeev Indora	AG-1	9899375141
183	Kalka Ji, (37&38)	Rajender Singh	9015807056	Kulvinder Singh	DM	**9811681751**
184	Khanpur, Pili Kothi	S.R. Meena	9871656394	Balwant Singh	AG-1 (HQ)	9911491357
185	Madangiri	S.R. Meena	9871656394	Balwant Singh	AG-1 (HQ)	9911491357
186	Mall Ansal Plaza Khel Gaon	Deepak Wadhera	7011895614	Ashok Chauhan	JSM	8826245749
187	Malviya Nagar	Shamsher Singh	9818306913	Deepak Wadhera	AG-1	7011895614
188	New Friends Colony	Atul Rai	9313799508	Sanjay Madaan	AM	9811039876
189	Sarita Vihar- I, Shop No. 16	sanjay vaid	9810877872	Suresh Khateek	DM	9911479882
190	Sarita Vihar-Ii, Shop No. 10	Anish Kr	9711053110	Suresh Khateek	DM	9911479882
191	Savitri Cinema, Gk-Ii	Ashok Chauhan	8826245749	Suresh Khateek	DM	9911479882
192	Sheikh Sarai	Rajesh Tiwari	9958324503	S.R. Meena	AG-1	9871656394
193	Sheikh Sarai -Ii, Triveni/ East Of Kailass-Ii, Sant Nagar	Rajesh Tiwari	9958324503	Kishor	AM	8851624026
194	Sidhartha Enclave	Ashok Manjhi	8826210188	Sanjay Vaid	G.C.A	9810877872
195	**Sri Niwas Puri - Cl**	**Chander Prakash**	**9899213662**	Ashok Manjhi	**Sales Man**	**8826210188**
196	Badarpur - ii	Pradeep Kumar	9811356689	Desh RaJ	DM	9911135504

Sr. No.	Shop Name	Incharge Name	Contact No.	Name of Officer Deputed for Physical Verification	Designation & Place of Posting	Contact No.
	ZONE - 10 (S.O. Narender Nagpal)					
197	Gole Market	Sudesh Chand (831)	8527325814	Pankaj Aggarwal	A.T.C	9968071936
198	N Block, Couuaught Place - Ii	Sunil Chaudhary	9868288696	Pankaj Aggarwal	A.T.C	9968071936
199	N Block, Couuaught Place	pradeep kumar	9910932603	Pankaj Aggarwal	A.T.C	9968071936
200	Gulabi Bagh	Tarun Kumar	9899321122	Dharmvir	SM,	9871731416
201	Lawrence Road (Imfl+Cl)	Shushil kumar	9717240728	Pankaj Aggarwal	A.T.C	9968071936
202	Roshnara Road	Raghunath Singh	7838111767	Dharmvir	SM,	9871731416
203	Punjabi Bagh - Ii	Anil Chaudhary	7982465055	Pawan Bisht	J.S.M	8376007805
204	Punjabi Bagh (Imfl+Cl)	Mukesh Kumar	9212367886	Shushil Kumar	AG-1	9717240728
205	Sarai Rohilla	M. Karunanidhi	9910148965	Anand	Jr. Sales Man (HQ)	9958304487
206	Shakur Basti, Rani Bagh	Kapoor Singh	9540450900	Ajay Kumar	JSM	8851228464
207	Maujpur	Amar Deep Rai	9289606160	Ashok Kumar	JSM (HQ)	9811948831
208	Seelampur	Suraj mani	9818309923	Gaurav Sharma	Fin Exc.(HQ)	9999964270
209	Shastri Park	Om parkash	9717666025	Amar Deep Rai	SALES MAN GR-1	9289606160
210	**Subzi Mandi - Cl**	**Kuldeep Pathania**	**9958649128**	**Raghunath**	**AG-1 GENERAL**	**7838111767**
211	Vishal Enclave (B-33)	Mukesh Kumar	9212367886	MM Khatri	AM	9868832167
212	Bhikaji Cama Place	Rajiv Kumar	9811260802	Abhinandan Jain	AG-1	9953794030
213	Naraina	Bhupender prakash	9213149505	Jaswant (1082)	AM	9899172800
214	Shivaji Enclave	Bhupender prakash	9213149505	MM Khatri	AM	9868832167
215	South Patel Nagar	Jaswant (1082)	9899172800	Ashok kumar 639	AG-1	9910639334
216	Durga puri Ext.	Amandeep rai	9718187800	Ashok Kumar	JSM (HQ)	9811948831
217	Sadar Thana Road	Malaram	9354458362	Vikas Gautam	AG-1	9871072929

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Physical verification of cash as on 31.3.2026

Date of Physical Verification: 1st April 2026

Name of the Vend/Unit _____

It is certified that an amount of Rs._____ (Rupees _____only) is lying in the cash chest at the shop/unit and the same tallies/does not tally with the closing balance shown in cash book as on date. Details are as under:

SN	Denominations	Number of Notes	Amount in Rupees
1.	500		
2.	200		
3.	100		
4.	50		
5.	20		
6.	10		
7.	5		
8.	2		
9.	1		
10.	Loose COINS		
		Gross Total	
		Cash in hand as per Cash Book	
		Difference	

Details of Swipe Machines :

Name of Bank :

MID No. (M e Code) :

TID No. :

No. of Machines :

Total Swipe Machines Sale from 1.4.2025 to 31.3.2026 :

Payment received through UPI from 1.4.2025 to 31.3.2026 :

Sign. of Cashier | Sign. of Shop/Unit In-charge | Sign. of Physical Verification Officer

Name :_____ | Name :_____ | Name :_____

Designation: _____ | Designation : _____ | Designation :_____ __

Emp. Code:_____ | Emp. Code:_____ | Emp. Code:_____

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Physical verification of Imprest in hand as on 31.3.2026

Date of Physical Verification: Ist April 2026

Name of the Shop/Unit: _____

SN	Particulars	Amount in Rupees
1	Imprest Sanctioned	
2	***Less*** Bill in process	
3	**Balance** (1-2)	
4	Imprest as per physical verification	
5	**Difference** (4-3)	
6	Remarks	

Signature of Shop/Unit In-charge

Name :_____

Designation: _____

Emp. Code:_____

Signature of Phy. Verification officer

Name :_____

Designation: _____

Emp. Code:_____

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Physical verification of Stock in hand as on 31.3.2026

Date of Physical Verification: 1st April, 2026

Name of the Shop/Unit : _____

SN	Particulars of Stock/ Brands	Balance as per stock register	Balance As per Physical verification	Difference	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	Sediment stock as on 31.3.2026				

Signature of Shop/Unit Incharge

Name :_____

Designation: _____

Emp. Code:_____

Signature of Phy. Verification officer

Name :_____

Designation: _____

Emp. Code:_____

NOTE: In case above space is not sufficient, separate sheet may be enclosed.

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Details of P-10 licences as on 31.3.2026

Date of Physical Verification : 1st April, 2026

Name of the Shop /Unit: _____

SN	Description	In Numbers
1	Opening Balance as on 1.4.2025	
2	***Add*** Received during the year 2025-26	
3	***Less*** Issued during the year 2025-26	
4	Closing Balance as on 31.3.2026 **(1+2-3)**	
5	Balance as per Physical verification as on 1.4.2026	
6	Difference **(5-4)**	
7	Remarks	

Total amount of P-10 License sale during the year 2025-26 :

Signature of Unit / Shop In-charge

Name :_____

Designation :_____

Emp. Code:_____

Signature of Physical Verification officer

Name :_____

Designation: _____

Emp. Code:_____

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Physical verification of documents/registers maintained as on 31.3.2026

Date of Physical Verification: Ist April 2026

Name of the Shop/Unit : _____

SN	Name of documents/ registers	Available	Not Available	Remarks
1	L-6 Register			
2	L-8 Register			
3	Brand wise Register			
4	Store/Stock Register			
5	Counter sale register			
6	P-10 licence register			
7	Inspection register of Excise			
8	Inspection register of DTTDC			
9	**Cash Book**			
10	Issue Register			
11	Empty Carton register			
12	Imprest Register			
13	Staff Movement Register			
14	Attendance Register			
15	Key Register			
16	**Assets Register**			
18	Cash Declaration Register			
19	Credit Notes file			
20	Transport Permits file			
21	Inspection register of DTTDC			
22	Daily Sale sheet statement			

Signature of Shop/Unit Incharge

Name :_____

Designation: _____

Emp. Code:_____

Signature of Phy. Verification officer

Name :_____

Designation:_____

Emp. Code: _____

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD

18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Physical Inventory of fixed assets as on 31.3.2026

Working Sheet for Verification of Fixed Assets

Date of Physical Verification : 01-04-2026

Particulars	Room No. 1	Room No. 2	Room No.3	Total of Tables & Chair
1	2	3	4	(5)=(2+3+4)
Indicate Table/Chair or other	Quantity	Quantity	Quantity	

Sign. Of Unit In-charge.....

Designation.....

E.Code No.....

Sign. Of Phy. Verification Officer.....

Designation.....

E.Code No.....

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Details of employees posted in the shop/unit as on 31.3.2026

Date of Physical Verification: 1st April, 2026

Name of the Shop/Unit :_____

Regular Staff of DTTDC

SN	Name	Designation	Emp. Code No.
1.			
2.			
3.			
4.			
5.			
6.			

Contractual staff engaged through Security Services / Manpower supply agency : -

Name of the Agency :- _____

SN	Name	Designation	PF No.
1.			
2.			
3.			
4.			
5.			
6.			

Signature of Shop/Unit In-charge

Name :_____

Designation: _____

Emp. Code:_____

Signature of Physical Verification officer

Name :_____

Designation :_____

Emp. Code:_____

DELHI TOURISM & TRANSPORTATION DEVELOPMENT COAPORATION LTD

18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Physical verification of Fixed Assets as on 31.3.2026

Date of Physical Verification : 1st April, 2026

Name of the Shop /Unit: _____

SN		Particular of Assets	Head	Balance as per books	Balance as per Physical verification	Difference	Remarks
1		**Steel Almirah**	Furniture & Fixtures				
	i)	Big Size	Furniture & Fixtures				
	ii)	Medium Size	Furniture & Fixtures				
	iii)	Small Size	Furniture & Fixtures				
2		**Wooden Almirah**	Furniture & Fixtures				
	i)	Big Size	Furniture & Fixtures				
	ii)	Medium Size	Furniture & Fixtures				
	iii)	Small Size	Furniture & Fixtures				
3		**Sale counters**	Furniture & Fixtures				
4		Complaint/Suggestion box	Furniture & Fixtures				
5		Cash Chest	Furniture & Fixtures				
6		Chairs	Furniture & Fixtures				
7		Office Tables	Furniture & Fixtures				
8		Sofa Sets	Furniture & Fixtures				
9		Racks/partitions	Furniture & Fixtures				
11		Boards/Main Sign Board	Furniture & Fixtures				
12		Indication board	Furniture & Fixtures				
13		Rate List board	Furniture & Fixtures				
14		Statutory/warning board	Furniture & Fixtures				

15		Water jug 1	Furniture & Fixtures				
16		Water filter	Furniture & Fixtures				
18		Note Stitching machine	Furniture & Fixtures				
19		Channel Gate					
19		Side lock	Office Equipments				
20		Central Lock	Office Equipments				
21		Ceiling Fan	Office Equipments				
22		Exhaust Fan	Office Equipments				
23		Table Fan	Office Equipments				
24		Wall Fan	Office Equipments				
25		Pedestal Fan	Office Equipments				
26		**Inverter Model No.**	Office Equipments				
	i)	Trolley	Office Equipments				
	ii)	Battery	Office Equipments				
	iii)	UPS	Office Equipments				
27		Generator	Office Equipments				
28		Telephone Instrument	Office Equipments				
29		Fax Machine	Office Equipments				
30		EPABX	Office Equipments				
31		Mobile Phones	Office Equipments				
32		Photostat/photocopier machines	Office Equipments				
33		Water dispensing machine	Office equipments				
34		Insects Killer	Office equipments				
35		Grocery items/Crockery	Office equipments				
36		Heat Convector	Electrical Equipments				
37		CD/DVD player	Electrical Equipments				
38		Multi-media Projector	Electrical Equipments				
39		Digital Camera	Electrical Equipments				
40		CCTV Camera	Electrical Equipments				
41		Heat Convector	Electrical Equipments				
42		**Computer**	Computer				
	i)	Monitor	Computer.				
	ii)	Key Board	Computer				

	iii)	Printer	Computer				
	iv)	Speakers	Computer				
	v)	CPU/	Computer				
	vi)	Scanner	Computer				
	vii)	Server	Computer				
	viii)	Laptop	Computer				
	ix)	Internet boxes	Computer				
	x)	UPS	Computer				
43		Calculator	Calculator				
44		Stabilizer	Air conditioner				
45		Bottle cooler	Refrigerator				
46		Buses					
47		Cars					
48		Motor cycle/bike					
49		Cycle					
50		BOATS					
51		Land					
52		Sewage Treatment Plant	Plant & Equipments				
53		Water Treatment Plant					
54		Tubewell					
55		Temporary Structure					

Signature of Unit/ Shop Incharge

Name : _____

Designation: _____

Emp. Code: _____

Signature of Physical Verification officer

Name _____

Designation _____

Emp. Code _____

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD

18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Details of assets provided by others, which are not part of DTTDC's Assets as on 31.3.2026

Date of Physical Verification: 1st April, 2026.

Name of the Shop /Unit: _____

S.No	Name of Items	Qty.	Name of supplier/Party/or against Grant, who has provided	Amount in Rupees/ Remarks if any

Signature of Unit/ Shop In-charge

Name : _____

Designation: _____

Emp. Code: _____

Signature of Physical Verification officer

Name _____

Designation _____

Emp. Code _____

Delhi Tourism & Transportation Development Corporation

Physical verification of Empty Cartons as on 31.3.2026

Date of Physical : 1.4.2026

Name of Shop/Unit.....

S.No	Month	Empty Cartons									Amount	Sale % age 9/(3+6-11)*100	Remarks
		Opening Balance	Received			Sold			Utilised/ Damaged	Closing Stock	Sale of Cartons		
			With Jali	Without Jali	Total	With Jali	Without Jali	Total					
1	2	3	4	5	6	7	8	9	10	11	12	13	
1	April												
2	May												
3	June												
4	July												
5	August												
6	September												
7	October												
8	November												
9	December												
10	January												
11	February												
12	March												
	Total												

Sign. Of shop/unit.....
Designation.....
E.Code No.....

Sign. Of Physical Verification Officer.....
Designation.....
E.Code No.....

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD

Physical Verification of Sedimented/ Expired Stock as on 31-03-2026

Date of Physical Verification 1st April, 2026

Name of the Shop/Unit : _____

S.No.	Brand	Quart			Pint			Nip			TOTAL Amount (Q+P+N)	Remarks
		Qty	Rate	Amt	Qty	Rate	Amt	Qty	Rate	Amt		

Signature of Shop/Unit In-charge_____
Name _____
Designation:_____
Emp. Code: _____

Signature of Physical Verification officer _____
Name _____
Designation _____
Emp. Code: _____

NOTE: In case above space is not sufficient, separate sheet may be enclosed.

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD

Physical Verification of Breakages of Liquor as on 31.3.2026

Date of Physical Verification 1st April 2026

Name of the Shop/Unit : _____

S.No	Brand	Quart			Pint			Nip			TOTAL Amount (Q+P+N)	Remarks
		Qt}	Rate	Amt	Qty	Rate	Amt	Qty	Rate	Amt		

Signature of Shop/Unit Incharge_____

Name _____

Designation:_____

Emp. Code: _____

Signature of Physical Verification officer _____

Name _____

Designation _____

Emp. Code: _____

NOTE: In case above space is not sufficient, separate sheet may be enclosed.

Delhi Tourism & Transportation Development Corporation Limited

Name of Shop & Address

Date of Opening of Shop

Date of Physical Verification: 01-04-2026

Nature of Asset	Count of Asset	Usable Condition R1	Repariable Condition R2	Discarded Condition R3	Remarks if any
Computers					
Printer					
Scanner					
HHT MC					
CCTV Camera					
Fans					
Invertor					
Battery (Invertor)					
LCD TV					
UPS					
Battery (UPS)					
Visi Coolers					
Chillar Plant					
Cash Chest					
Chairs					
Counters					
Tables					
Glow Sign Board					
Racks					
Steel Almirah					
Air Conditioner					
Any Other Assets (Specify Name)					

Name of Shop Incharge
Signature with date

Name of the Physical Verification Officer
Signature with date

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Details of POS machines & Sound Box Paytm

Date of Physical Verification: Ist April 2026

Name of the Shop/Unit : _____

	TID No.		
1			
2			
3			
4			
	Sound Box Paytm		
1			
2			
3			
4			

Signature of Shop/Unit Incharge

Name :_____

Designation: _____

Emp. Code:_____

Signature of Phy. Verification officer

Name :_____

Designation:_____

Emp. Code: _____

Delhi Tourism & Transportation Development Corporation Limited

DETAILS OF SLOW MOVING CLOSING STOCK
NOT SOLD MORE THAN 6 MONTHS

Name of Shop & Address

Date of Physical Verification: 01-04-2026

BRAND NAME	Q	P	N	Remarks if any

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI
MONTHLY CASH STATEMENT

NAME OF SHOP:

DATE OF PHYSICAL VERIFICATION:1st April, 2026

MONTH	OPENING BALANCE	SALE (IMFL+BEER+IFL)	TOTAL	SWIPE	PAYTM	BANK DEPOSIT	CLOSING BALANCE
APRIL 2025							
MAY 2025							
JUNE 2025							
JULY 2025							
AUGUST 2025							
SEPTEMBER 2025							
OCTOBER 2025							
NOVEMBER 2025							
DECEMBER 2025							
JANUARY 2026							
FEBRUARY 2026							
MARCH 2026							
TOTAL							

Sign.of Shop Incharge:
Name:
Designation:
Emp.Code:

Sign.of Supervisory Officer
Name:
Designation:
Emp.Code: