

No.: DTTDC/Finance/Phy. Verification/09/2023-24/ 546/A
Date: 26th September 2023rd

OFFICE ORDER

1.0 In line with past practice, physical verification of the cash, stock and assets available at IMFL/CL Vends as on 30th September, 2023 shall be carried out on 1st October 2023. Vend Incharge shall make the list of closing stock, assets and cash as on 30th September, 2023 and the same shall be verified by the Supervisory Officer.


2.0 The vend in-charges shall ensure presence of all officials posted at unit(s) and provide all assistance in smooth and timely conduct of physical verification. Vend in-charge should submit the details of breakage available as on 30.09.2023.

3.0 The vend Incharge to prepare the report strictly as per the enclosed prescribed formats (in duplicate) as at the close of 30th September, 2023 and submit these verification reports signed by him and counter signed by concerned Supervisory Officer Zone to Liquor Division by 10.00 a.m. on 3rd October, 2023.

4.0 The vend Incharge shall be responsible for any discrepancy which may come to the notice of management subsequently.

- Shortages noticed should be reported along with value.
- Breakage statement as on 30.09.2023.
- Physical verification of assets should be as per format attached.

5.0 Divisional head shall ensure opening of liquor vends / units at 10.00 a.m. on 01-10-2023 (Sunday) so that verification could be completed before functioning for the day start.


(Geetika Sharma)
General Manager

All Concerned

Copy to:-

1. PPS to MD & CEO
2. PS to FC
3. Chief Manager (Liquor) with request to conduct timely physical verification at all liquor vends.
4. ✓ Manager (IT) to please upload on website.
5. All shop in-charges / Liquor Divisions
6. Notice Board
7. Internal Auditors.