

Delhi Tourism & Transportation Development Corporation Ltd.

F No. DTTDC/Finance/Phy.Verification/2025 33/PC

Date : 28.03.2025

Office Order

In partial modification of Office Order No. DTTDC/Finance/Phy. Verification/2025/302 dated 25th March, 2025, the revised allocation of duties for some of the units / vends for Physical Verification to be held on 1st April, 2025 at 10.00 A.M. is as under:-

Date of Physical Verification : 1st April, 2025

S. No.	Name of the Vends / Units	In Place of following officers S/Shri/Smt.	Deputed as substitute/ Place of posting S/Shri/Smt.	Remarks
1.	(S.No.2)Liquor Division Laxmi Nagar Coffee Home Office			Shri Sunder, MT posted at Hqrs. will assist Shri Pramod Rai, Manager
2.	(S.No.10) Dilli Haat INA(Complete Unit-All Divisions including Legal, Accounts, PR & Pub. (Store) and Information Counter (Tsm.), Travel and Kalaam Memorial etc.	Kavita Pal, DM Paramjeet kaur, DM	Reema Jain, AM, posted in Travel Division and Gajanand, FE MT, Hqrs.	
3.	(S.No.15)Coffee Home Connaught Place			Shri Sandeep, JFE posted at Hqrs. will assist Ms.Anjana Mittal, AM
4.	(S.No.23) Domestic Airport Inf. Counter	Sushila, AM Reema Jain, AM	Pramod Rai, Manager	
5.	(S.No.160)-R.K. Puram Sector-12/Badarpur (3) Metro (S.No.162)-R K Puram Sec.8	Laximkant, DM	Balwant, AG-I posted at Hqrs.	


(Raman T.V.)
Financial Controller

Concerned Officers / Officials

Encls: Office Order No. DTTDC/Finance/Phy.Verification/2025/302 dated 25th March, 2025.

Copy to :-

1. PPS to GM
2. Chief Manager (Liquor)
3. Manager (IT)
4. Concerned Unit Incharges / Divisions
5. Notice Board
6. File



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/2025/302/SM
Date: 25.....March 2025

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 2025 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 31.3.2025 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 **1st April, 2025** and prepare the report strictly as per the enclosed prescribed formats (in duplicate) as at the close of 31st March 2025 and submit these verification reports signed by him/her and unit in-charge to Liquor Division by 10.00 a.m. **on 4th April, 2025**. 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 01-04-2025** 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.

(S.M. Ali)
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 assigned 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 31.3.2025 (Closing)
Date of Physical Verification 1st April 2025****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	Mohan Singh Sangeeta Ashish Pandey	Manager AM IT Executive	DHPP Hqrs. Hqrs.
2.	Liquor Division Laxmi Nagar Coffee Home office	Pramodh Rai	DM	MMTY
3.	Engg. Division - Wazirabad	Pankaj Gaur	DM	DITTM
4.	Engg. Division - Lajpat Nagar	Anita Abhinandan	DM , Accts.Asstt.	HQ
5	Engg. Division - Prem Bari	Poonam Chandara	AM	DH PP
6	Dilli Haat - Pitampura Complete unit	Rekha Sareen Manpreet	PS AM	HQ DH JP
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	Ashok Kr.	DM	HQ
8	Garden of five senses, Said-ul-Ajaib	Prema Archana	PPS GCA	HQ
9	Transport Division, Aurobindo Marg	Dinesh Sharma	Manager	Hqrs.
10	Dilli Haat - Opp. INA (Complete Unit - All Divs. including Legal, Accounts, PR & Pub (Store) & Information Counter (Tsm.), Travel and Kalam Memorial etc.	Kavita Paul Paramjeet Kaur	DM DM	HQ
11	Dilli Haat - Janakpuri	Gogi and Leena	DM & AG-I	HQ
12	Bhaleswa Lake	Vinod Dabas	Sr. Life Grd.	9873075881
13	Sanjay Lake Boating	S S Negi	DM	HQ
14	Sanjay Lake, Patpar Ganj	Outsourced		
15	Coffee Home Con. Place	Anjana Mittal	AM	DHPP
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	Jyoti Suman Sharma	DM AM	HQ
23	Domestic Airport Inf. Counter	Susheela Reema Jain	AM	HQ Travel
24	New Delhi Inf. Counter	Jyoti & Suman Sharma	DM AM	HQ
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	SanjaLake

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.

L1/c

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	Shri Ram Mahto	Sales Man	9871651584
2	Darya Ganj - li	Pradeep Kr Sharma	9818860749	Pardeep kumar (703)	store keeper	9910932603
3	Dbg Market. Karol Bagh, 82&68 (Imfl+Cl)	K.P. Rai (954)	9811239204	Harminder	AACC	9810525596
4	Dbg Road Karol Bagh, Shop No. 138	K.P. Rai (954)	9811239204	Harminder	AACC	9810525596
5	Padam Singh Road	Sunil Chaudhary	9868288696	Harminder	AACC	9810525596
6	East Park Road Karol Bagh (8635/-1)	Vikas Gautam (1043)	9871072929	Anand	JR SALES MAN (HQ)	9958304487
7	Faiz Road (Imfl+Cl)	Mala Ram (913)	9811966133	Pradeep Sharma	AG-1	9818860749
8	Jhandewalan	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 - li	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	Satish Kumar (735)	9968241649	Dinesh Chandara	AG-1	9958398355
14	Pandav Nagar 3, (53)	Rajesh Yadav	9971176717	Bhagirath	DM	9971182199
15	Pandav Nagar li, Plot No. 1	Sanjay Kumar	9818624002	Bhagirath	DM	9971182199
16	Rajendra Place (Imfl+Cl)	Vikas Gautam (1043)	9871072929	Sunil Chandhary	AG-1	9868288696
17	Shakarapur -I, Vikas Marg 434/	kishor kumar	9958393499	Azad Singh	store keeper	9210243855
18	Shakarapur-ii, U-68	Azad Singh (701)	9210243855	Bhagirath	DM	9971182199
19	Shankar Road	Shriram Mahto	9871651584	K P Rai	SM	9811239204
20	South Ganesh Nagar, (C-46A)	Dinesh Chandara	9958398355	S.S.Negi	DM	9811435635
21	Yashwnat Place (122) Chanakya Puri	Virender Sahrawat	9810762240	Ram niwas	DM	9871459238

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)					
22	Deenpur CI	Rajesh Kumar	9654864042	Naseer Ahmed	AG-1	9868708039
23	Dwaraka 12, Ashish Plaza	Shashi Kant	9213427499	Surinder Singh	AM	9910277444
24	Dwaraka 12-ii, (Pankaj Plaza)	Surinder Singh	9910277444	Narender Soni	AG-1	9891046305
25	Dwaraka 12-iii, Mlu (G-1&G-2)	Chander Sahiwan	9868898465	Anudeep Singh	DM	9911149509
26	Dwaraka 14, Shop No. 3&32	Ramesh Kumar	9999424349	Anudeep Singh	DM	9911149509
27	Dwaraka 20 - V (G11,12,13,14)	Narender Soni	9891046305	D.P.Gonade	DM	9818269929
28	Dwaraka 20 (Iv) (G9&G10)	Kanhaiya	9971264940	D.P.Gonade	DM	9818269929
29	Dwaraka Sec. 3, Vardhman Centre Mkt.	Surinder Singh	9910277444	Anudeep Singh	DM	9911149509
30	Dwarakar 20 - Iii, (G2 Vpp)	Yogesh Kumar	9999601355	D.P.Gonade	DM	9818269929
31	Gopal Nagar, Najafgarh	Naseer Ahmed	9868708039	Ram Singh	SALES GRADE-1	9971734844
32	Indira Park, (Rz25A)	Jitender	9968398884	Jagpal Singh	SALES GRADE-1	8802735346
33	Mangla Puri CI	Jagpal Singh	8802735346	Manmohan Rawat	JR SALES MAN	9871668193
34	Manglapuri- Ii, Shop No. 1&2	Jagpal Singh	8802735346	Manmohan Rawat	JR SALES MAN	9871668193
35	Nangal Raya - Iii	R.S. Shah	9871092452	Jitender	JR SALES MAN	9968398884
36	Nangal Raya CI	R.S. Shah	9910456977	Jitender	JR SALES MAN	9968398884
37	Naseer Pur -Ii, Dda Csc	Susheel Kumar	9910094938	Yogesh Kumar	SALES GRADE-1	9999601355
38	Palam Colony (2) (Raj Nagar-Rz-1/6)	Michael Jayraj	8802585485	Chander Saiwan	AM (TOURISM)	9868898465
39	Palam Colony (Galaxy-Wz-300)	Manmohan Rawat	9871668193	Mukesh Kumar	JR SALES MAN	8287553793
40	Palam Raj Nagar - 2 (Wz-426)	Mukesh Kumar	8287553793	Kanhiya	JR SALES MAN	9971264940
41	Roshan Pura (Rz-9) Najafgarh	Ram Singh	7011760353	Ramesh Kumar	store keeper	9999424349
42	Dwaraka sec - 7	rajesh meena	9818611066	Susheel Kumar	Sales Man	9910094938

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. B.P. Chauhan)					
43	Kingsway Camp	Ram Tirath	9899750460	Vijander Panwar	DM	9811830357
44	Swaroop Nagar	Naveen Kumar Singh	9015807202	Sanjit Kumar	AACC	8010028732
45	Alipur CI	Rana Babu	9910760809	Sanjit Kumar	AACC	8010028732
46	Ashok Vihar	Harinder Saha	9811426255	Sanjeev Verma	AG-1	9990010184
47	Azadpur - CI	Vipin Kumar Jain	9868185331	Narinder Meena	DM	8076064381
48	Azadpur Naini Wala Bagh	Vipin Kumar Jain	9868185331	Narinder Meena	DM	8076064381
49	Budh Vihar - CI	Jai Pal	9211585413	Rakesh	JR SALES MAN	9910212700
50	Dwaraka Sec. 20 (Zakhira) (Imfi+CI)	Jaswant	9810546804	Vijay Kumar	AG-1	8810215559
51	Ghanta Ghar	Ashok Kumar	9810621981	Kuldeep Pathania	AG-1 Store	9958649128
52	Gt Karnal Road	Amod Updahdaya	9819426329	Narinder Meena	DM (ACCOUNTS)	8076064381
53	Jahangir Puri	Amod Updahdaya	9819426329	A N Panday	AM	9891925245
54	Libaspur - I	Virender Singh	9555996389	Amod Updahdaya	Sales man	9819426329
55	Malka Ganj	Kuldeep Pathania	9958649128	Raghunath	AG-1 GENERAL	7838111767
56	Model Town- li	Ram Tirath	9899750460	Vijander Panwar	DM (PR)	9811830357
57	Narela - 1st, S.G.T. Nagar - CI	Darshan Singh	9990989275	Jagmohan	DM	9899644694
58	Narela li, Vardhman Mall (Imfi+CI)	Sanjay Mathpal	9958762862	Jagmohan	DM	9899694694
59	Narela -Iv, Select Mall / Mangol Puri-Iv	Satish Kumar	9873660920	Jagmohan	DM	9899694694
60	Narela-Iij, Shop No. 12	Sanjay Mathpal	9958762862	Jagmohan	DM	9899694694
61	S.P. Thala, (A/7)	A N Panday	9891925245	Vipin Kumar Jain	AACC	9868185331
62	Shalimar Bagh (Haider Pur)	Rajpal	9871805777	Harinder Saha	JR SALES MAN	9811426255
63	Siraspur	Anand Kumar Jain	9871261865	Virender Singh	Sales Man	9555996389
64	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. Anudeep Singh Bedi)					
65	Manglam Place, Rohini Sec-3	Om Prakash	9968093836	Dhiraj	PPS	9868572162
66	Mangol Puri - li, - CI	Harender Kumar	8287228681	Om Prakash	AG-1	9968093836
67	Rohini Sector - 19	Surender Kaushik	8920877662	Dhiraj	PPS	9868572162
68	Mukherjee Nagar (Imfl+Cl)	Pradeep Kumar Gaur	9717356751	Vijander Panwar	DM	9811830357
69	Nimri Colony (Imfl+Cl)	Yatish kumar	9868621797	Dharmvir	JR SALES MAN	9871731416
70	Pitampura - li, Lg-9A, Apra Plaza Road	Kelkar	9540144538	J.S.Rawat	AG-1 (SALES)	9810047692
71	Pitampura - V, (Pankaj Acrade)	narinder kelkar	9540144538	Sandeep Jain	AG-1	9811215934
72	Pitampura - Vi (Nh Tower)	Ajay	8851228464	Bhupender	AG-1	9213149505
73	Pitampura Samrat Enclave (Imfl+Cl)	J.S. Rawat	9810047692	B.P.Chauhan	DM	9873289310
74	Rajeiv Nagar - CI	Rakesh kumar	9910212700	Nagender Singh	AG-1	8744007276
75	Rohini - 3, Sec - 10, Twin Centre	Sandeep Jain	9811215934	B.P.Chauhan	DM	9873289310
76	Rohini Sec - 9 (Amba Tower)	Sandeep Jain	9811215934	B.P.Chauhan	DM	9873289310
77	Rohini Sec-2 / 37 Aditya Mega Mall Imfl	Harender Gulia	82872228681	Manoj Kumar	MMTY (JR SALES MAN)	8527056052
78	Rohini Sec-4, (Shop No. 5)	Rakesh kumar	9910212700	Manoj Kumar	MMTY (JR SALES MAN)	8527056052
79	Rohini Sector 11 (Bg-5&6) Rg Metro Arcade	Kuldeep dabas	9718139190	Anand Kumar Jain	SALES MAN GR-1	9871261865
80	Rohitak Road - li (A-5)	Anil Chaudhary	9811369118	Ashok Kumar	DM	9711705204
81	Samay Pur Badli, (B-1, Suraj Park)	Naveen Kumar	9015807202	Dhiraj	PPS	9868572162
82	Samaypur Badli - li, Shop No.-33	Virender Singh	9555996389	Naveen Kumar	AM	9015807202
83	Sanjay G. Tpt Nagar, Cw-233, (Imfl+Cl)	Rajpal	9871805777	Shripal Singh	SALES GRADE-1	9717839096
84	Sanjay Gandhi Tpt Nagar - li, (Bg-591)	Ramesh Chand Meena	9718248031	Rajpal	SALES GRADE-1	9871805777
85	Sanjay Gandhi Tpt Nagar(Cw530)	Hamid	9871502074	Ramah Chand Meena	store keeper	9718248031
86	Sanjay Gandhi Vardhman Plaza, G-6 & G-7	Shripal Singh	9717839096	Hamind Ali	SALES GRADE-1	9871502074

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)					
87	Aditya Mall - li	Dinesh Chandara	9958398355	Sanjay Bhardwaj	AG-1	8860325445
88	Dayalpur	Sunil Kumar	8810303094	Sunil Dutt	JR SALES MAN	9990573057
89	Sadatpur - li Imfl Vend	Sunil Dutt	9990573057	Naresh kumar	Sales Man	8860259049
90	Chand Bagh	Nitin Sharma	9811471294	Naresh kumar	Sales Man	8860259049
91	Dilshad Garden	Sanjay Bhardwaj	8860325445	Arvind Kumar	SG-1	9310793077
92	Dilshad Garden - li	Sukhbir Kashyap	7503944165	Praveen Kumar	DM	9810063798
93	Gokulpuri Loni Road	Suraj Mani	9818309923	Gaurav Sharma	Fin Exc.(HQ)	9999964270
94	Gtb Enclave - New, Shop No. 17, Csc Mkt.	Jitender	9911655771	Praveen Kumar	DM	9810063798
95	Gtb Enclave 2, Shop No. 25, Csc	Madan Singh	9717616066	Praveen Kumar	DM	9810063798
96	Jagatpuri 100 Ft. Wide Road	Rajesh Khanna	7838250896	Ashok Kumar Sharma	AM (TOURISM)	9289616347
97	Jheel Khuranja, 410	Sunder Singh	8708331540	Rajesh Kumar Sharma	AM (TOURISM)	8505853508
98	Johripur CI	Chander Dev	9810611986	Naresh Kumar	sales man	8860259049
99	Krishna Nagar - lii, E-4/23	Susheel Kumar	9717240728	Pooran Joshi	AACC	9911164540
100	Krishna Nagar - lv	Ashok Sharma	9289616347	Susheel Kumar	AG-1 Sales	9717240728
101	Mandoli - CI	Vijay Kumar	9910591054	Chander Dev	AG-1	9810611986
102	Meet Nagar (Imfl+CI)	Chander Dev	9810611986	Gaurav Sharma	Fin Exc.(HQ)	9999964270
103	Meet Nagar-li, (A-430)	Bhopal Singh	9710712524	Gaurav Sharma	Fin Exc.(HQ)	9999964270
104	Radhey Puri (Jagatpuri Krishna Nagar)	Pooran Joshi	9911164540	Sunder Singh	JR SALES MAN	8708331540
105	Rajgarh Colony	Rajender Singh Karakot	8826001072	Rajesh Kumar Sharma	AM (TOURISM)	8505853508
106	Saboli Extn.	Vijay Kumar	9910591054	Arvind Kumar	SALES GRADE-1	9310793077
107	Sadatpur CI	Sunil Kumar Sahrawat	9990573057	Parveen Giri	AG-1 STORE	9871968895
108	Savita Vihar - li, G-23&5, Ajnara Complex	Bijender Singh	9911953728	Sunil Kumar Jain	SG-1	9868664840
109	Savita Vihar, G-7 Lsc Mkt.	Bijender Singh	9911953728	Sunil Kumar Jain	SG-1	9868664840
110	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)						
111	Ganesh Nagar, (C-117)	Satish Kumar Rana	9810699169	S.S.Negi	DM	9811435635
112	Gazi Pur 3, (871)	Jaiver Bhati	9871906564	Deepak Jain	AG-1	9868129299
113	Gazi Pur, Shop No. 540, Ifc	Manoj Kr Rai	9871787546	Harish Kumar	AG-1 Store	9990059608
114	Gazipur Dairy Farm, (C-1/A)	Nafe Singh	9873195393	Jaiver Bhati	Sales Man	9871906564
115	Gazipur Iv (465)	Manoj Kr Rai	9871787546	Nafe Singh	AG-1	9873195393
116	Gharoli li Kondly	Deepak Jain	9868129299	Kuldeep Sharma	Sales Man	9654674070
117	Jheel Khureja, 169A	bhagwat singh	8800378939	Rajesh Kumar Sharma	AM (TOURISM)	8505853508
118	Karkardooma-ii, Plot No.-10	Naresh Arora	7503875138	Naveen Yadav	coffee home	9540016123
119	Kotla - Cl	Deepak Kumar Jain	9868129299	Bhagwat	SALES GRADE-1	8800378939
120	Mayur Vihar 3 (Csc3), (13,14,20)	Kuldeep Sharma	9654674070	Naresh Arora	Sales Man	7503875138
121	Mayur Vihar li, Shop No. 4&5	Vijay Kumar	9650584304	Deepak Kumar	Fin Exc.(HQ)	7015681249
122	Mayur Vihar Phase 3 (Csc4) (7,8,11,12,13)	Haribans Rai	9910603496	Manoj kaushik	AM	9891927927
123	Mayur Vihar, Dlf Galleria Mall	Manoj Kaushik	9891927927	Deepak Kumar	Fin Exc.(HQ)	7015681249
124	Mayur Vihar, Star City Mall	Manoj Kaushik	9891927927	Deepak Kumar	Fin Exc.(HQ)	7015681249
125	Mayur Vihar, Vardhman, Kh. No. 272	Harish Kumar	9990059608	Deepak Kumar	Fin Exc.(HQ)	7015681249
126	New Ashok Nagar - Cl	Praveen Kumar	7011947006	Manoj Rai	AG-1	9871787546
127	New Kondly, (Shop No. 148 & 149)	Harish Kumar	9990059608	Praveen Kumar	AG-1	7011947006
128	Timarpur (A-7, Truck Parking)	Praveen Giri	9871968895	Pradeep Kumar Gaur	A.T.C	9717356751
129	Timarpur li, Shop No. 30,32 & 34	Parveen Giri	9871968895	Ram Tirath	AG-1	9899750460

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)					
130	Jwalapuri - li	Mukesh Kumar	9212367886	Ashok Kumar	DM	9711705204
131	Jwalapuri - I, Pvc Mkt.	Arun Choudhary	8595466994	Ashok Kumar	DM	9711705204
132	Karampura	Rajesh Ken (638)	9953575838	Ashok Kumar (639)	AG-1	9910639334
133	Khayala -li, Shyam Nagar, (Wz-9/1)	Sanjeev Kumar	9711979902	Balvinder	DM	9818269883
134	Khayala Dda Market (15 To 18)	pawan bisht	8920478009	Balvinder	DM	9818269883
135	Lajwanti Chowk, Nangla Rai	Rajesh Meena	9818611066	R.S.Saha	SALES GRADE-1	9910456977
136	Mangol Puri -1, (A-28), (Imfl+Cl)	Gaurav Sharma	9350551759	Anil Chaudhary	AM (ACCOUNTS)	9811369118
137	Mangol Puri-iii, (T-4/3)	Gaurav Sharma	9350551759	Sanjay Malik	AM	9868075794
138	Moti Nagar	Ashok Kumar (639)	9910639334	Rajneesh Maan	G.C.A	9999621000
139	Nawada -I, (2&5)	sunil rana	9911283567	Jai Pal	JR SALES MAN	8595586050
140	Nihal Vihar - Cl	Arun Chaudhary	9810926401	Mukesh Rana	AG-1 SALES	9212367886
141	Paschim Vihar 3 (43 To 45)	Rajesh Kumar	7011100173	Chandrakant	JR SALES MAN	9958685865
142	Paschim Vihar -Ij, 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	PS	9717035419
146	Uttam Nagar West	Sunil Kumar	9911283567	Satish Katoch	PS	9717035419
147	Vikasपुरी (Vardhman), G-10A & G-11A	A.P. Panday	8448746359	Om Prakash	DM	7015608520
148	Vikasपुरी Budela (1&2)	Hemraj Thakur	9213360536	Satish Katoch	PS	9717035419
149	Vikasपुरी-iii	A.P. Panday	8448746359	Om Prakash	DM	7015608520
150	Vishnu Garden li	Narender Kumar	9650224729	Sanjeev Kumar	JR SALES MAN	9711979902
151	Tilak nagar	hemraj	9213360536	Ap Panday	COOK	8448746359
152	Fun cinema moti nagar	rajesh ken	9953575838	Paramhansh rai	AG-1	9654316912

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	Yogesh Jajoria (934)	9999758239	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 Choudh	9250614679	Laxmi Kant	DM	9810294172
161	R K Puram Sec -6 / Palam Extension, (G-38A)	Pankaj Rai	9873025744	C.L.Meena	DM	9968963223
162	R K Puram Sec 8	subh singh meena	9990844900	Laxmi Kant	DM	9810294172
163	Raghubir Nagar	Rajeev Kanojia	9811260802	MM Khatri	AM	9868832167
164	Raja Garden	Anil Chaudhary	9811369118	Sri Ram Meena	AG-1	9871656394
165	Rajouri Garden - li	Rajneesh Maan	9999621000	Hem Raj	AM	9213360536
166	Rajouri Garden, Metro	Rajneesh Maan	9999621000	Satish Dabas	store keeper	9810361883
167	S.P. Mukherjee Park, (184)	Rajeev Kanojia	9811260802	Balvinder	DM	9818269883
168	Safderjung Enclave -li	Abhinandan Jain	9953794030	Ram Niwas	DM	9871459238
169	Satguru Metro	Ashok Kumar (639)	9910639334	Raj Kumar Chauhan	AM	9873150550
170	Vasant Kunj (B-7) Rohini Sec. 17	Laxman Singh	9911118960	Sube Singh Meena	AM	9990844900
171	Vasant Kunj Masoodpur	Pankaj Dagar	9211230419	Pankaj Kumar Rai	SALES MAN GR-1	9873025744
172	Vasant Vihar - I, C4C Block	Pankaj Kr Rai	9873025744	C.L.Meena	DM	9968963223
173	kirti nagar II	Raj Kumar Chauhan	9873150550	Arun Kumar	(GFS) Sales Man	8882065001

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)					
174	Badarpur -I, (C-2)	Pradeep Kumar	9811356689	Desh Rai	DM	9911135504
175	Defence Colony	Sunil Dogra	9873905006	Sanjay Madaan	AM	9811039876
176	East Of Kailash, Suraj Park-5Csc	Gopal Ram	9868612366	Sanjay Madaan	AM	9811039876
177	Govind Puri - CI	Atul Rai	9313799508	Kulvinder Singh	DM	9811681751
178	Greater Kailash -I, (37)	Ashok Chauhan	8826245749	Kulvinder Singh	DM	9811681751
179	Jasola Mall	Narain Singh	9278333347	Desh Rai	DM	9911135504
180	Jasola Mall - II, (Dlf Tower-2)	vinod kumar	9650281043	Desh Rai	DM	9911135504
181	Jungpura	Babu Lal Meena	7290809593	Sunil Dogra	G.C.A	9873905006
182	Kalka Ji, (37&38)	Rajender Singh	9015807056	Kulvinder Singh	DM	9811681751
183	Khanpur, Pili Kothi	Sanjeev Indora	9899375141	Narender Nagpal	DM	9811748054
184	Madangiri	Sanjeev Indora	9899375141	Narender Nagpal	DM	9811748054
185	Mall Ansal Plaza Khel Gaon	Deepak Wadhara	7011895614	Narender Nagpal	DM	9811748054
186	Malviya Nagar	Shamsher Singh	9818306913	Deepak Wadhara	AG-1	7011895614
187	New Friends Colony	Atul Rai	9313799508	Sanjay Madaan	AM	9811039876
188	Pushp Vihar (Shop No. 12)	Rajesh Tiwari	9958324503	Ashok Chauhan	J.S.M	8826245749
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	Mukesh Sharma	9873128564	Rajesh Tiwari	G.C.A	9958324503
193	Sheikh Sarai -II, Triveni/ East Of Kailash-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 - CI	Chander Prakash	9899213662	Ashok Manjhi	Sales Man	8826210188

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)					
196	Gole Market	Sudesh Chand (831)	8527325814	Pankaj Aggarwal	T.W.C	9968071936
197	N Block, Counaught Place - li	Sunil Chaudhary	9868288696	Pankaj Aggarwal	T.W.C	9968071936
198	N Block, Counaught Place	pradeep kumar	9910932603	Pankaj Aggarwal	T.W.C	9968071936
199	Gulabi Bagh	Tarun Kumar	9899321122	Dharmvir	SM,	9871731416
200	Lawrence Road (Imfl+Cl)	Vijay Kumar	8810215559	NARENDER MEENA	DM	8076064381
201	Roshnara Road	Raghunath Singh	7838111767	Dharmvir	SM,	9871731416
202	Punjabi Bagh - li	Ashok Thagela	9999255407	Pawan Bisht	J.S.M	8376007805
203	Punjabi Bagh (Imfl+Cl)	Mukesh Kumar	9212367886	Jaswant	J.S.M	9810546804
204	Sarai Rohilla	M. Karunanidhi	9910148965	Anand	Jr. Sales Man (HQ)	9958304487
205	Shakur Basti, Rani Bagh	Kapoor Singh	9540450900	Ajay Kumar	JSM	8851228464
206	Maujpur	Amar Deep Rai	9289606160	Mukesh Kumar	Seelampur	7065498872
207	Seelampur	Mukesh Kumar	9211498872	Gaurav Sharma	Fin Exc.(HQ)	9999964270
208	Shastri Park	Mukesh Kumar	9717573882	Amar Deep Rai	SALES MAN GR-1	9289606160
209	Subzi Mandi - Cl	Kuldeep Pathania	9958649128	Raghunath	AG-1 GENERAL	7838111767
210	Pitampura - Vii (Nsp) / Pitampura Sagar Plaza (3)	Bhupender	9213149505	Narender Kelkar	AM (I.T)	9540144538
211	Vishal Enclave (B-33)	S.R. Meena	9871656394	MM Khatri	AM	9868832167
212	Bhikaji Cama Place	Rajiv Kumar	9811260802	Ram niwas	DM	9871459238
213	Naraina	S.R. Meena	9871656394	Jaswant (1082)	AM	9899172800
214	Shivaji Enclave	Ashok Thagela	9999255407	MM Khatri	AM	9868832167
215	South Patel Nagar	Jaswant (1082)	9899172800	Rajesh Ken	AG-1	9953575838
216	Durga puri Ext.	Amandeep rai (Ret.)	9718187800	Arvind Kumar	Sales man I	9310793077
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 31.3.2025

Date of Physical Verification: 1st April 2025

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 1.4.2024 to 31.3.2025 :

Payment received through UPI from 1.4.2024 to 31.3.2025 :

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 31.3.2025
Date of Physical Verification: 1st April 2025

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

Signature of Phy. Verification officer

Name : _____

Name : _____

Designation: _____

Designation: _____

Emp. Code: _____

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 31.3.2025

Date of Physical Verification: 1st April, 2025

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 31.3.2025				

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 31.3.2025
Date of Physical Verification : 1st April, 2025

Name of the Shop /Unit: _____

SN	Description	In Number
1	Opening Balance as on 1.4.2024	
2	Add Received during the year 2024-25	
3	Less Issued during the year 2024-25	
4	Closing Balance as on 31.3.2025 (1+2-3)	
5	Balance as per Physical verification as on 1.4.2025	
6	Difference (5-4)	
7	Remarks	

Total amount of P-10 License sale during the year 2024-25 :

Signature of Unit / Shop In-charge

Signature of Physical Verification officer

Name : _____

Name : _____

Designation : _____

Designation: _____

Emp. Code: _____

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 31.3.2025
Date of Physical Verification: 1st April 2025

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 31.3.2025

Working Sheet for Verification of Fixed Assets

Date of Physical Verification : 01-04-2025

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.....

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

Designation.....

Designation.....

E.Code No.....

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 31.3.2025
 Date of Physical Verification: 1st April, 2025

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

Signature of Physical Verification officer

Name : _____

Name : _____

Designation: _____

Designation : _____

Emp. Code: _____

Emp. Code: _____

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CO-OPERATION LTD

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

Physical verification of Fixed Assets as on 31.3.2025

Date of Physical Verification : 1st April, 2025

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

Signature of Physical Verification officer

Name : _____

Name _____

Designation: _____

Designation _____

Emp. Code: _____

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 31.3.2025
 Date of Physical Verification: 1st April, 2025.

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

Signature of Physical Verification officer

Name : _____

Name _____

Designation: _____

Designation _____

Emp. Code: _____

Emp. Code _____

Delhi Tourism & Transportation Development Corporation

Physical verification of Empty Cartons as on 31.3.2025

Date of Physical : 1.4.2025

Name of Shop/Unit:.....

i.No	Month	Opening Balance	Empty Cartons			Total	Utilised/ Damaged	Closing Stock	Amount	Sale % 9/(3+6-11)*100	Remarks			
			Received	Sold	With Jali							Without Jali		
			4	5	6									
1	April	2	3	4	5	6	7	8	9	10	11	12	13	
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 31-03-2025

Date of Physical Verification 1st April, 2025

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 31.3.2025

Date of Physical Verification 1st April 2025

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 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: 01-04-2025

Nature of Asset	Count of Asset	Usable Condition R1	Reparable 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

Details of POS machines & Sound Box Paytm

Date of Physical Verification: 1st April 2025

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: 01-04-2025

BRAND NAME	Q	P	N	Remarks if any

Name of Shop Incharge
Signature with date

Name of the Physical Verification Officer
Signature with date