

CHECK LIST- BEFORE SENDING FILE TO CENTRAL STORES FOR STOCK ENTRY:-

Sr. No.	Particulars	Done or not (if not done, the reason for the same)	Available in the file or not
1.	Main Gate Stock entry <i>- on the original Invoice</i>	Yes/No Page No in the file	
2.	Departmental Stock Entry <i>- on the original Invoice</i>	Yes/No Page No. in the file	
4.	Information/Identity of the item <i>(for non-consumable item)</i> Name of the item* Make * Model * Serial no. / Service Tag No. * Fixed Assets No. allotted by Deptt. * <i>- on the original Invoice</i>	Yes/No Page No. in the file	
5.	Installation report (if applicable) PBG (if applicable) Warranty certificate (if applicable) Payment recommendation Form No.3 In Original *	Yes/No Page No. in the file	
6.	Competent authority approval In Original *	Yes/No Page No. in the file	
7.	Indent book (clearly/readable) as per items of the Purchase order/Invoice <i>(Indent book should be used only which is issued to the respective department or Section)</i>	Issue/Demand Voucher No. filled. No	

(* information required)

Date:

Signature

(Indenter/Dealing hand)