

FORM B- 5
[Rule 27 (886)]

Stock-book of Government property for the office of the _____

Name and description of articles _____ (e.g. chairs, almirahs, etc.)

Date of receipts	Number of pieces	Initial cost (Purchase price)	Initial of Officer-in-charge	Date of inspection	Remarks about the condition of the articles, etc. as found at time of inspection, Orders regarding condemnation, etc.	Details of articles/property, Number of pieces disposed of	Date of disposal	Value realized	No. and date of treasury chalan	Initial of Officer – in - charge	Remarks (regarding reference to papers etc.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

INSTRUCTIONS

1. This form should be ruled on ordinary foolscap paper. Spare specimen copies of the form can be obtained from the Superintendent, Printing and Stationery. The same stock-book may be used for a number of years.
2. A separate page (or more pages than one, where a large number of receipts of the articles are expected) should be assigned to each class of article.
3. Every article must be entered in the proper stock-book immediately on receipt.
4. Every entry should be initialled by the official concerned.
5. Whenever an article is condemned, a note about the condemnation should be recorded in Column 6.
6. The number of articles should be totalled at the end of each page and also on the expiry of the financial year.