

## FORM P.D. 4

Stock-book of Government property for the office of the \_\_\_\_\_

Name and description of article \_\_\_\_\_

(e.g. chairs, almirahs, etc.)

Date of receipt	Number of pieces	Initial cost (purchase price)	Initials of officer-in-charge	Date of inspection	Remarks about the condition of the article, etc, as found at time of inspection. Orders regarding condemnation, etc.	Articles Details of _____ Number Property disposed of pieces	Date of disposal	Value realized	Number and date of treasury challan	Initials 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 fullscale 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 article 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 initiated 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 totaled at the end of each page, and also on the expiry of the financial year.

