

KENDRIYA VIDYALAYA

ANNUAL STOCK CHECKING CERTIFICATE 20__ - __

Certified that we the following checkers have physically checked the stock of **LIBRARY DEPARTMENT** with _____ **STOCK REGISTERS**.

We certify that all the articles excepting those mentioned in the attached list are in good condition. All the articles mentioned in the Stock Register are present in the stock. We have found no excess or shortage in the stock as per the Stock Register.

We have found the following articles short/excess in the stock (Please strike off which is not applicable).

All the entries in the Stock Register have been attested by the Principal.

Stock Registers

Consumable From page to

Non-Consumable

Signature of Checkers:

Signature of In-charges:

PRINCIPAL