

## Finance Department

### Stock Verification Section

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Section Staff	:	Sri. R. Srinivas – A.S.V

This section deals with the physical verification of stocks, property and assets held in the name of VPT Board. In connection with stock verification section, the following activities are being carried out by the section officer with the support of the Ministerial staff.

- Verification of consumable stores and T&P items pertaining to all departments.
- Verification of stock and non-stock items in general stores and sub-stores on regular basis.
- Scrutiny of write off proposals and disposal of material proposal by all departments.
- Surveying the disposal materials viz., scrap and other materials put-up for auction, along with Depot personal.
- End utility verification, surprise verification of stores, scrutiny and processing of completion reports.
- Preparation and forwarding of UO notes for auctioned materials for obtaining the approval of Competent Authority.
- Witnessing the delivery of first hand, second-hand surplus items, T&P articles, scrap and other materials of indoor and outdoor nature disposed through tenders/ auctions etc. at various locations of VPT.
- Processing and passing service charges bills.
- Scrutiny and passing of refund bills against short quantity of disposal materials.
- Witnessing the auctions for right to take usufruct of various trees situated at different places of VPT conducted by Estate division.
- Compliance with time to time GST rules/notifications in order to avail Input Tax Credit and GST-TDS and issuance of circulars to user departments.
- Providing relevant GST invoices including debit/credit notes to GST consultants in order to avail Input Tax Credit.