K.F.C FORM 21

(*See* Chapter VI, Article 156, Note)

SURVEY REPORT OF STORES*

Report of the Survey of Stores which have become unserviceable

Number or Quantity	Description of articles	Value on the Books†		Assessed value with reference to the condition of the articles and the existing market price	Date of receipt	Remarks by the subordinate in charge explaining the cause of the articles becoming unserviceable	Remarks or orders of the competent authority
		Rate	Amount				
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
		Rs. P.	Rs. P.	Rs. P.			

*Authority to write off should be obtained in this form.
†If the book value is not known, the replacement value should be entered in this column.

Officer in charge:

Signature:

Designation:

Date: