

PHYSICAL VERIFICATION REPORT OF CIVIL SUPPLIES MLS POINTS

Name of the MLS point: _____

Date: _____

Name & designation of the supervisory Officer:

Mandal:

S.No	Description		
1	Name of the MLS Point incharge & Designation	:	
2	Name of the MLS Point	:	
3	Period from Working as incharge MLS point	:	
4	Name of the mandals attached	:	a) b) c) d) e)
5	Whether the Route Officers deputed by concerned Tahsildars are attending MLS Points at the time of stage-II movement from MLS point to F.P shop. if, not attended note down the absentee	:	(Yes/No)
6	Whether the Essential Commodities are being delivered under supervision of Route Officers	:	(Yes/No)
7	Whether the release orders are being received from the Tahsildars within stipulated time i.e.17 th to 20 th of every month	:	(Yes/No)
8	Whether prescribed registers viz., Stock Register, Goods received Register, Issue Register, DD Register, Godown rents/Stage-II transport charges maintained properly	:	(Yes/No)
9	Whether prescribed registers are certified by DM/AM(T)/AM(G)	:	(Yes/No)
10	Whether MLS Point reconciliation is completed up to previous month	:	(Yes/No)
11	Whether the physical verification is conducted by the concerned deputed Officers every month	:	(Yes/No)
12	Whether the Essential Commodities are being delivered with 100% weighment	:	(Yes/No)
13	Whether the Essential Commodities are being delivered under GPS installed stage-II transport contractor tender vehicles	:	(Yes/No)
14	Whether the stage-II transport contractor placing the sufficient vehicles for transportation of Essential commodities	:	(Yes/No)
15	Whether the stage-II contractor/his representatives are attending to godown at	:	(Yes/No)

	the time of stage-II movement		
16	Whether the receipt & issues of Essential Commodities are being entered in Supply chain Management System as well as in the prescribed registers within real time	:	(Yes/No)
17	Whether the Right to Information board is displayed in the MLS point	:	(Yes/No)
18	Whether MLS point incharge is attending to duty regularly	:	(Yes/No)
19	Whether Data Entry Operator is attending to duty regularly	:	(Yes/No)
20	Whether any un-Official persons are found engaged	:	(Yes/No)
21	Whether any seized stocks in the godown, if available note down the period of lying.	:	(Yes/No)
22	Remarks of the inspecting Officer (write brief note)		

STOCK POSITION OF THE GODOWN AS ON: _____

Sl.No.	Commodity	Book Balance	Physical Balance	Variation
1.	Rice			
2.	Sugar			
3.	Wheat			
4.	R.G Dal			
5.	Salt			
6.	BPT rice(Steem)			
7.	BPT rice(Raw rice)			
8.	BPT jute bags			
9.	Empty gunnies(New)			
10.	Wheat Atta			
11.	Empty gunnies(once used)			
12.	Empty gunnies(unserviceable)			

Sign of MLS point incharge.

Sign of the inspecting Officer.

**THE INSPECTING OFFICIALS SHOULD VERIFY THE MLS POINT GODOWNS ON THE
FOLLOWING ASPECTS FOR PROPER FUNCTIONING OF MLS POINTS**

- To ensure to verify whether the Route Officers are allotted by the concerned Tahasildars to the attached mandals of the MLS Points.
- To ensure to verify whether the Route Officers are attending MLS Points at the time of stage-II movement.
- To ensure to verify that the prescribed registers viz., Stock Register, Goods received Register, Issue Register, DD Register, Godown rents/Stage-II transport charges maintained properly by the MLS Point incharge.
- To ensure to verify that the prescribed registers viz., Stock Register, Goods received Register, Issue Register, DD Register are being certified by the DM/AM(T)/AM(G).
- To ensure to verify whether the MLS Point reconciliation is completing every month.
- To ensure to verify whether the MLS Point inspection is done every month.
- To ensure to verify whether the essential commodities are being delivered under supervision of Route Officer under proper weighment.
- To ensure to verify whether the essential commodities are being delivered under GPS installed stage-II transport contractors tender vehicles.
- To ensure to verify whether the stage-II transport contractors / his representatives are attending to godown at the time of stage-II movement.
- To ensure to verify whether there are any correction of destination on the truck chits of the stage-I.
- To ensure to verify the stocks with reference to the book balance and ground balance available in the godown.
- To ensure to verify the issue register with reference to the release orders issued by the competent authority.
- To ensure to verify the stage-I receipts with reference to dispatches of essential commodities received from various FCI/CWC/SWC/CSC godowns under stage-I movement.
- To ensure to verify the receipt and issues of essential commodities are being entered in Supply Chain management system as well as in the prescribed registers within real time.
- To ensure to verify that any un-official persons are found engaged in the MLS Points.
- To ensure to verify any damaged/ seized stocks lying in the godown.
- To ensure to verify proper gunny accounts are maintained by the MLS Point incharge.
- To ensure to verify the condition of the godown.

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