

Office of the Principal,
SR & BGNR Govt. Arts & Science College (A),
KHAMMAM.

Dt: 02-03-2021.

OFFICE ORDER

The following Annual Stock Verification Committees have been constituted for the financial year ending 31-03-2021 for the A.Y 2020-2021.

Sl. No	Name of the Department	Name of the Member	Signature
1	Chemistry & Bio-Chemistry Department (UG & PG)	Dr G.Valya , Convenor	
		Sri G.Srinivas Kumar, Member	
		Sri G.Surendra Reddy, Member	
		Sri M.Venkateswara Rao, Member	
2	Physics Department (UG & PG)	Dr Ch. Srinivasulu, Convenor	
		Sri G.Rama Kumar Swamy, Member	
		Sri S.Babu, Member	
3	Botany Department (UG & PG)	Sri T.Jeevan Kumar, Convenor	
		Sri M.Bala Krishna , Member	
		Sri N.Srinivas Rao, Member	
4	Zoology Department (UG & PG)	Dr P.Ramesh, Convenor	
		Sri Y.Mahesh, Member	
		Dr G.Varalaxmi, Member	
5	Games Department	Dr.P.Sarveswar Rao, Convenor	
		Sri B.Ravi Kumar, Member	
		Sri G.Raghu, Member	
6	Computer Department	Sri V.Samba Siva Rao, Convenor	
		Dr G.Valya, Member	
		Sri T.Prabhakar, Member	
		Dr P.Ravi Kumar, Member	
7	Library Department	Dr B.Venkateswara Reddy, Convenor	
		Sri N.Venkanna, Member	
		Sri Y.Ravindra Reddy, Member	
		Dr.A.Ramasatyavathi, Member	
		Dr.D.Sreenivas, Member	
8	Office/Stationery	Sri Ch. Venkateswara Rao, Convenor	
		Sri Y.Ravindra Naik, Member	
		Dr N.Vijaya Bhaskar Sharma, Member	
9	Furniture	Dr N.Gopi, Convenor	
		Smt M.Meghamala, Member	
		Dr V.Santhi Kumar, Member	
		Smt P.Saritha, Member	
		Sri G.Shivaji, Member	

Sl. No	Name of the Department	Name of the Member	Signature
10	Microbiology Department	Smt P.Anitha, Convenor	
		Smt M.M.Laxmi, Member	
		Smt P.Anuradha, Member	
		Smt K.Vijaya Lakshmi, Member	
11	Bio-Technology Department	Dr C.V. Muralidhar, Convenor	
		Smt K.Jyothirmayi Rani, Member	
		Dr.Ch.Chaitanya, Member	
		Sri S.Babu, Member	

The Convener and Members of the each Committee are requested to verify the Stocks Registers with reference to Accession Registers of the Departments by the end of March, 2021 for the year 2020-2021 and to make Annual Verification entries in the Stock Registers with their signatures. During verification of stock, any articles /material is not found this should be noted in the Annual Stock Verification Certificate in the Stock Register.

The Verification should be completed on or before 31-03-2021 and get countersignature of the undersigned and also submit their compliance reports before 05-04-2021.

The Head of Departments are requested to co-operate with the Verification Committee. All the Conveners are requested to submit the compliance report within the stipulated time.

Handwritten signature in green ink
 PRINCIPAL
 S.R. & B.G.N.R. Govt. Arts
 Science College (NSIC)
 Autonomous-Krishna

To:
 The Head of the Departments.