

Delhi Tourism & Transportation Development Corporation Ltd.
18-A DDA SCO Complex, Defence Colony, New Delhi – 110 024
Telephone: 24618026, 24647005, 24653177 Fax: 24697352

No.: DTTDC/Finance/Phy.Verification/09/2025/57/fc
Date: 25 September 2025

OFFICE ORDER

1.0 A physical verification of the cash and stock available at IMFL/CL Shops as on 30th September, 2025 shall be carried out on 1st October 2025. The Shop Incharge shall make the list of closing stock and cash as on 30th September, 2025 and the same shall be verified by the Supervisory Officer(as per the format enclosed).

2.0 **The Shop Incharge should submit the details of breakage available as on 30.09.2025.**


3.0 The Shop Incharge shall prepare the report strictly as per the enclosed prescribed formats (in duplicate) as at the close of 30th September, 2025 and submit these verification reports signed by him and counter signed by concerned Supervisory Officer Zone to Liquor Division by 10.00 AM on 3rd October, 2025.

4.0 The Shop Incharge shall be responsible for any discrepancy which may come to the notice of management subsequently.

- Shortages noticed should be reported along with value.
- Breakage statement as on 30.09.2025.

5.0 Divisional head shall ensure opening of liquor vends at 10.00 AM on 01-10-2025 (Wednesday).

All the Supervisory Officer has to ensure that the information regarding Physical Verification which is to be conducted as on 1st October, 2025 has reached to Shop Incharges of his Zone.



(B.P. Dwivedi)
Financial Controller

All Concerned

Copy to:-

1. Sr. PPS to MD & CEO
2. PS to GM
3. PS to FC
4. Chief Manager (Liquor) with request to conduct timely physical verification at all liquor vends.
5. Manager (IT) to please upload on website.
6. All shop in-charges / Liquor Divisions
7. Internal Auditors
8. Notice Board

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Physical verification of cash as on 30.09.2025

Date of Physical Verification: 1st October 2025

Name of the Vend _____

It is certified that an amount of Rs. _____ (Rupees
_____ only) is lying in the cash chest at the
shop/unit and the same tallies/does not tally with the closing balance shown in cash book as on date. Details are as
under:

SN	Denominations	Number of Notes	Amount in Rupees
1.	500		
2.	200		
3.	100		
4.	50		
5.	20		
6.	10		
7.	5		
8.	2		
9.	1		
10.	Loose COINS		
		Gross Total	
		Cash in hand as per Cash Book	
		Difference	

Details of Swipe Machines :

Name of Bank :

MID No. (M e Code) :

TID No. :

No. of Machines :

Total Swipe Machines Sale from 1.4.2025 to **30.09.2025** :

Payment received through UPI from 1.4.2025 to **30.09.2025** :

Sign. of Cashier

Sign. of Shop/Unit In-charge

Sign. of Supervisory Officer

Name : _____
Designation: _____

Name : _____
Designation : _____

Name : _____
Designation : _____

Emp. Code: _____

Emp. Code: _____

Emp. Code: _____

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI

Physical verification of stock in hand as on 30.09.2025

Date of Physical Verification: 1st October 2025

Name of the Shop: _____

SN	Particulars of Stock/ Brands	Balance as per stock register	Balance As per Physical verification	Difference	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10	Sediment stock				

Signature of Shop/Unit Incharge

Name : _____

Designation: _____

Emp. Code: _____

Signature of Supervisory officer

Name : _____

Designation: _____

Emp. Code: _____

NOTE: In case above space is not sufficient, separate sheet may be enclosed.

Date of Physical Verification 1st October, 2025

Name of the Shop/Unit : _____

[illegible]

Signature of Shop/Unit Incharge_____

Name _____

Designation: _____

Emp. Code: _____

Signature of Supervisory Officer _____

Name _____

Designation _____

Emp. Code: _____

NOTE: In case above space is not sufficient, separate sheet may be enclosed.

DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD
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MONTHLY CASH STATEMENT

NAME OF SHOP:

DATE OF PHYSICAL VERIFICATION:

MONTH	OPENING BALANCE	SALE (IMFL+BEER+IFL)	TOTAL	SWIPE	PAYTM	BANK DEPOSIT	CLOSING BALANCE
APRIL 2025							
MAY 2025							
JUNE 2025							
JULY 2025							
AUGUST 2025							
SEPTEMBER 2025							
TOTAL							

Sign.of Shop Incharge:

Name:

Designation:

Emp.Code:

Sign.of Supervisory Officer

Name:

Designation:

Emp.Code: