



**MUMBAI PORT TRUST**  
**RAILWAY DEPARTMENT**  
**DAILY INVENTORY REGISTER OF CONSIGNMENT**

(To be carried out at 8.00 am daily from 1<sup>st</sup> day  
of receiving of consignment)

1. Date \_\_\_\_\_
2. Shed \_\_\_\_\_
3. Name of Party \_\_\_\_\_
4. Storage Register Page No. \_\_\_\_\_
5. Type of storage = Preshipment/ Casual occupancy

\_\_\_\_\_  
SIGNATURE GC

**REMOVAL DETAILS**

- (A) If **consignment partly removed**,
- (i) Total area occupied by the consignment \_\_\_\_\_ Sq. mtrs.
  - (ii) Bay Nos. Partly occupied after removal \_\_\_\_\_
  - (iii) Bay Nos. Fully occupied after removal \_\_\_\_\_
  - (iv) Total Area occupied after removal \_\_\_\_\_ Sq.mtrs
  - (v) Destination \_\_\_\_\_

(vi) Party's letter RI No. \_\_\_\_\_ Date \_\_\_\_\_

(vii) Charges paid Bill No. \_\_\_\_\_ Date \_\_\_\_\_

(viii) Date of removal \_\_\_\_\_

(B) If **consignment fully removed,**

(i) Destination \_\_\_\_\_

(ii) Party's letter RI No. \_\_\_\_\_ Date \_\_\_\_\_

(iii) Charges paid Bill No. \_\_\_\_\_ Date \_\_\_\_\_

(iv) Date of removal \_\_\_\_\_

\_\_\_\_\_

SIGNATURE GC

**DAILY INVENTORY**

Note : Area occupied on day to day basis from 1<sup>st</sup> day of receiving till complete delivery should be clearly noted. If there is no change in lying position of cargo, datewise remarks "No change" should be passed by the Goods Clerk under signature.

<b><u>Date of AGC</u></b>	<b><u>Area in Sq.mtrs/Remarks</u></b>	<b><u>Signature</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
