

## INSPECTION REPORT OF THE M.S./H.S.D. RETAIL OUTLET

### I. GENERAL INFORMATION

- (a) Date & Time of Inspection
- (b) Name & Designation of the Inspecting Officer
- (c) Name and Address of the Punch Witnesses
- (d) Name and Address of Dealer & Oil Company
- (e) Name & Address of the person present at retail outlet at the time of inspection
- (f) Date of previous inspection with name and designation of the inspecting officer
- (g) Previous Inspection findings, if any

### II. LICENCE PARTICULARS (WITH VALIDITY)

- (a) C.S.License No. & Date
- (b) Explosive License No & Date
- (c) Records maintained by the Dealer

### III. DENSITY PARTICULARS OF MS & HSD ( at 15 degreec)

| Density (15 c)                             | M.S.1 | M.S.2 | M.S.3 | HSD 1 | HSD 2 | HSD 3 | HSD 4 |
|--|-------|-------|-------|-------|-------|-------|-------|
| 1. Last invoice No & Date recorded density |       |       |       |       |       |       |       |
| 2. Morning Density with the date           |       |       |       |       |       |       |       |
| 3. Present density                         |       |       |       |       |       |       |       |
| 4. Variation (Between 2 & 3)               |       |       |       |       |       |       |       |

### IV. STOCKS TALLY

#### 1. SALES PER METER

##### MOTOR SPIRIT (PETROL) MS

| Particulars                   | MS 1  | MS 2  | MS 3  | MS 4  | MS 5  |
|-------------------------------|-------|-------|-------|-------|-------|
| (a) Present Meter reading     |       |       |       |       |       |
| (b) Previous Meter reading    |       |       |       |       |       |
| (c) Sales as per meter        |       |       |       |       |       |
| Total                         |       |       |       |       |       |
| <b>High Speed Diesel(HSD)</b> |       |       |       |       |       |
| Particulars                   | HSD 1 | HSD 2 | HSD 3 | HSD 4 | HSD 5 |
| (a) Present Meter reading     |       |       |       |       |       |
| (b) Previous Meter reading    |       |       |       |       |       |
| (c) Sales as per meter        |       |       |       |       |       |
| Total                         |       |       |       |       |       |

#### 2. SALES AS PER DIP

|     | Particulars   | M.S. | H.S.D. |
|-----|---|------|--------|
| (a) | Stocks previous visit i.e. on the date of last inspection |      |        |
| (b) | Receipts since then till the date of present inspection   |      |        |
| (c) | Total (a+b)   |      |        |
| (d) | Present stock as per dip                                  |      |        |
| (e) | Sales as per dip (c-d)                                    |      |        |

|  |                                 | M.S. | H.S.D. |
|--|---------------------------------|------|--------|
| 3. Deduct quantity drawn for testing if any from meter sales                         | (a) Meter sales arrived at (1C) |      |        |
|  | (b) Quantity drawn for testing  |      |        |
|  | (c) Net Meter sales             |      |        |
| 4. Variations between sales as per meter and as per Dip (Difference between (3c-2e)) | Net Meter Sales                 |      |        |
|  | Dip Sales                       |      |        |
|  | Variation                       |      |        |
| (b) Quantity allowable under permissible limits                                      |                                 |      |        |

|   |  |
|---|--|
| (i) + or -4% on under ground stock  |  |
| (ii) Evaporation loss (+0.75% (or) + 0.60% for MS & 0.25% (or) 0.20 % for HSD on meter sales              |  |
| (iii) Total allowable variation   |  |
| (c) Net Variation arrived after exclusion of all permissible limits (if 4a is more than that of 4b (iii)) |  |
| V. Explanation of the dealer / representative for the variation in density / stocks, if any               |  |
| VI. Action taken  |  |
| a) Particulars of samples collected   |  |
| b) Particulars of seizure, if any   |  |
| c) Particulars of arrest, if any  |  |
| Signature of the Witness  |  |
| 1)  |  |
| 2)  |  |

**Signature of the Proprietor /  
Manager of the retail outlet.**

**Signature of the Inspecting Officer**