

Verification Exception & Discrepancy Report

Report No.: _____

Date: ____ / ____ / ____

Prepared By: _____

Department: _____

Reviewed By: _____

Summary of Exception/Discrepancy

Details of Verification

Item/Sr No.	Description	Expected Value	Actual Value	Discrepancy/Exception Noted
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Root Cause Analysis

Corrective / Preventive Action(s)

Remarks

Prepared By: _____ Date: _____

Reviewed By: _____ Date: _____

Approved By: _____ Date: _____

Important Notes

- All exceptions and discrepancies must be documented accurately and promptly.
- Attach relevant supporting documents wherever necessary.
- This report should be reviewed and signed by the concerned authorities.
- Implement corrective actions in a timely manner to prevent recurrence.
- Maintain confidentiality of sensitive information mentioned in this document.