



भारतीय प्रौद्योगिकी संस्थान इंदौर  
Indian Institute of Technology Indore

**खराब भंडार वापसी सह पावती पत्र**  
**SCRAP RETURN-CUM-RECEIPT FORM**

(For scrap items, Paper, Iron scrap, Metal, plastic, rubber unserviceable & Obsolete etc. Return to Store Section)

**FORM NO.: SS09**

STORE/IN/RV/SCRAP/No. \_\_\_\_\_

Financial Year: \_\_\_\_\_

Date: \_\_\_\_\_

(To be filled by Store Assistant)

(To be prepared in **duplicate**. One copy will be returned to the indenter and original to be kept with Store Section.)

**Note:** FOR SCRAP MATERIAL ONLY (Do not use for serviceable /repairable Assets). (Form SS10 for all IT items & SS11 for all Electrical items is necessarily required along with this form).

Name of Custodian of Assets: \_\_\_\_\_ Designation: \_\_\_\_\_

Department/Project \_\_\_\_\_ Inventory No.: \_\_\_\_\_

Name individual returning scrap: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Contact No.: \_\_\_\_\_ E-mail id: \_\_\_\_\_

The following scarp items are of my office is returned by me/or the bearer Mr./Ms. \_\_\_\_\_ whom I authorize to return the stores on my behalf.

Sl. No.	Stock Entry No. & Year	PO. No. /Gem No. / Direct Purchase No.	Name of item declared as Scrap	Qty. Returned	Scrap BOC (Action by Store Section)		
					Qty. Received in KG/Ltr./ No.	Type of Scrap	Scrap Reg. Pg./Sl.no
1	2	3	4	5	6	7	8

**CERTIFICATE FOR UNSERVICEABLE AND OBSOLETE ITEMS**

This is certified that the items which are marked unserviceable and obsolete are downgraded due to fare wear and tear and not due to negligence.

Signature of the Custodian

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of PI/HOD

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Return Approved	Items Returned By	Items Received at Store	Actioned in Ledger
Signature Store Officer Name: Date:	Signature Name: Date:	Signature Store Assistant Name: Date:	BOC in Stock No. _____ Scrap Reg. Sl.No. _____  Signature Store Assistant Name: Date:

Enclosures checklist: (Duly filled form, certified by indenter/custodian and HOD)

1. PO/GeM Copy, Invoice or Any other document/Form/Information which is relevant to.