|  |  |  |
| --- | --- | --- |
|  |  |  **FORM NO.: SS08****LOAN CARD No.\_\_\_\_\_\_\_\_\_\_\_\_\_****Financial Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_****Issue Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(To be filled by Store Assistant)** |
| **ऋृण पत्र****LOAN VOUCHER**(For issue of items from Central Store for **SHORT DURATION** and to be returned to Central Store after use) |

(To be prepared **in Duplicate**. *Two copies will be presented, out of which one copy for the Department and one for Store Section for record Purpose.*

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

**ID No.: \_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**The Return date of the material(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Please issue following items on loan for my office use to me/or the bearer Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ whom I authorize to receive the stores on my behalf and items will be returned before/on due date.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.** **No.** | **Item** **Code** | **Item Name & Specification (Make/ Model/ Sl.No./ Part No.** | **Qty****Issued** | **Stock Entry/ Cate of Stores** | **Unit Cost** | **Total Value** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Signature of the Custodian Signature of PI/HOD

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

Date: Date:

|  |  |
| --- | --- |
| **Items Received by Custodian** | **Items Retuned by Custodian** |
| Signature**Custodian/Receiver of items**Name Date: | Signature**Custodian/items returned by**Name Date: |
| **Action by Store Section** **Loan Register** Sl.No.\_\_\_\_\_\_\_\_\_  Signature of Store AssistantDate: Name:  | **Action by Store Section** Date item Received Back: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Loan Register** Sl.No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Condition items Returned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Discrepancy/Deficiency if any\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Store AssistantDate: Name:  |
| **Approved/Not Approved****Signature of Store Officer**Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: |

**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.**