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|  |  | **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.

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| **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** |
|  |  |  |  |  |  |  |  |
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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 Assistant  Date: Name: | **Action by Store Section**  Date item Received Back: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Loan Register** Sl.No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Condition items Returned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Discrepancy/Deficiency if any\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Store Assistant  Date: 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.**