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|  |  | **FORM NO.: SS07**  **STORE/IN/IV/GEN/No.\_\_\_\_\_\_\_\_\_**  **Financial Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(To be filled by Store Assistant)** |
| **भण्डार मांग सह जारी पावती पत्र**  **STORES REQUISITION-CUM- ISSUE FORM**  (For Equipment, Stationery, consumables, etc.  demanded from Store Section) |

(To be prepared **in duplicate**. One copy will be returned to the indentor along with the material issued)

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

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

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

Please issue following items for my office use to me/or the bearer Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ whom I authorize to receive the stores on my behalf.

**Signature of the Custodian/Indentor Signature of PI/HOD**

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

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| **Sl.**  **No.** | **Item**  **Code** | **Item Name** | **Item Specification** | **Con/**  **N-Con** | **Quantity** | | **Cost**  **(INR)** |
| **Req.** | **Issued** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
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**Brief of Purpose/Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Issue Approved** | **Items Received** | **Items issued** | **Actioned in Ledger** |
| Signature  Store Officer/Manager  Name:  Date: | Signature  Receiver of items  Name  Date: | Signature  Store Assistant  Name:  Date: | 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/Information/Form which is relevant to.**