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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** |
| SignatureStore Officer/ManagerName: Date: | SignatureReceiver of itemsName Date: | SignatureStore AssistantName: Date: | SignatureStore AssistantName: 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.**