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|  |  | **FORM NO.: SS06**  **STORE/IN/RV/No.\_\_\_\_\_\_\_\_\_\_\_\_**  **Financial Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(To be filled by Store Assistant)** |
| **भंडार वापसी सह पावती पत्र**  **STORES RETURN-CUM-RECEIPT FORM**  (For Equipment, items, Computer, etc.  Return to Store Section) |

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

**Note:** **For Unserviceable and obsolete equipment use separate form SS09** and do not club with Serviceable and repairable equipment. (**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 No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inventory No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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| **Sl.**  **No.** | **Item Name** | **Item Specification** | **PO No. / Gem No. /Direct Purchase** | **Date/Year of purchase & purchase value** | **Category of Store #** | **Qty. Returned** | **Qty. Received** | **Stock Entry No. & Year** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
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**# Category of Store:** Serviceable: **‘S’,** Repairable: **‘R’,** Working **: W’,** Return **‘R’.**

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

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

**Remarks by Store Section in case of Unserviceable/Obsolete item returned.**

1. The scrap equipment mentioned at Sl.No. \_\_\_\_\_\_\_\_\_\_\_ above has been reduced to produce to Scrap as Metal/Iron/Aluminum/Copper/Plastic/Rubber etc. and BOC \_\_\_\_\_\_\_\_\_\_KG in records for auction.

2. The equipment has been kept as is in unserviceable condition for auction.

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| --- | --- | --- | --- |
| **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.\_\_\_\_\_\_\_\_**  **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/information/Form which is relevant to.**