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| **THAPAR INSTITUTE OF ENGG.& TECHNOLOGY PATIALA** |

**SURVEY REPORT OF STORES (TO BE WRITTEN OFF) Deptt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Description of Asset** | **Qty** | **Purchase Value (Rs.)** | **Deptt. Entry Details** | **Store Entry Details (Pg, Sr. No.)** | **Remarks** |
| **1** |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| **Deptt.: Remarks of Head / Write off recommendations:**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name & Design. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Central Stores (Entries Verified):**  Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Survey Committee Recommendations:**  **Signatures: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| Remarks of REGISTRAR | | | | | | |
| Considered and approved to write off and dispose the aforementioned assets  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DIRECTOR** | | | | | | |
| Forwarded to CENTRAL STORES for further follow up and book adjustments  REGISTRAR | | | | | | |