

**FORMAT FOR INTER-DEPARTMENTAL TRANSFER OF EQUIPMENT/FURNITURE PURCHASED
UNDER THE INSTITUTE BUDGET (IITG)**

Ref. No (For S&P) :

Name of the Dept/Centre/Section proposing the transfer:

Date:.....

Name of the Dept/Centre/Section receiving the transferred item :

Item No	Particulars of items	Qty	PO No	PO Value	Con- dition (working/ not working)	Original Stock Reg. No. Page No. & SI No.	Central Stock Register No. Page No. & SI No. (S&P)	Date of transfer (Date of Approval by competent authority) (S&P)
1	2	3	4	5	6	7	8	9

Certified that information provided under column 2 to 7 in the format above is verified from record available in Dept/ section/Centre and found to be in order.

DA(proposing Dept/Section/Centre)

THE ITEMS MENTIONED ABOVE ARE RECOMMENDED FOR TRANSFER TO

Sign.

Sign.

HOD/HOC/ HOS(of the proposing Dept/Centre/Section)

HOD/HOC/ HOS..... (of the receiving Dept/Centre/Section)

Forwarded for Approval

DA (S&P)

HOS (S&P)

APPROVED

Sign. & Date.

Dy. Director

Copy forwarded for further necessary action to:

1. S&P for corresponding entry in central stock register.
2. Dept/Section/Centre for corresponding entry in the concerned Stock Register
3. F&A for reconciliation in the balance sheet

DA (S&P)

HOS (S&P)