

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
FORM NO. SP-7M

ANNEXURE-A

Format for Transfer of Project items to the Institute

Item No	Particulars of items	Qty	Project NO. & date of completion	PO No & Value	Con- dition (working/ not working)	Original Stock Reg. No. Page No. & SI No.	Dpt/Centre's Institute Project Purchase Stock Register No. Page No. & SI No.	Central Institute Project Purchase 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	10

Certified that information provided under column 2 to 5 in the format above are verified from record available in R&D section and found to be in order.

DA(R&D)

HOS(R&D)

Certified that the Sponsored Project as per detail given in the table above is completed and the item(s) referred to above which is/are in working condition is/are no longer required by the Sponsors. Detail information as required under column 6 to 8 is provided. The item(s) may be transferred to the Institute for good.

Project Investigator

Name :
Co Investigator (if any) :
Name :

Forwarded

HOD/HOC

Recommended for transfer to the Institute

Dean (R&D)

Approved

Dy. Director

Copy forwarded for further necessary action to:

1. S&P for filing in the concerned file
2. R&D Section for record
3. F&A for reconciliation in the balance sheet
4. Dept/Centre for record

DA (S&P)

HOS (S&P)