INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

(FORM NO. SP-8M)

**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. &**  **Sl No.** | **Central Stock**  Register No. Page No. &  Sl 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. ………………………………………. HOD/HOC/ HOS …………(**of the proposing Dept/Centre/Section)**

Sign. ……………………………………….

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

**Forwarded for Approval**

DA (S&P) HOS (S&P)

**APPROVED**

Sign. & Date. ………………………………

**Dy. Director**

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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)