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. &**  **Sl No.** | **Dpt/Centre’s**  **Institute Project Purchase Stock** Register No. Page No. &  Sl No. | **Central Institute Project Purchase 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 | 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)