

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING KANCHEEPURAM
Stores Returns Form (Asset)

Date: _____

Indenter Name: _____ Designation: _____

The following items are hereby returned to stores and the item may be removed from my Personal /Section Inventory Register.

If Section inventory indicate the section name and location. _____

S.No.	Description of the Items	Location	Qty Returned to Stores	Reason for Return
1.				
2.				
3.				
4.				
5.				

Signature of the Inventory Holder

Approved/Not Approved

Head of Department

For Stores Use

Entered in the Register and removed from the Personal/Section Inventory.

Stores In-Charge

Stores Officer