

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN & MANUFACTURING  
KANCHEEPURAM

**Sub: Return of Unserviceable / Scrap items**

Date : \_\_\_\_\_

Indenter Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Section / Laboratory Name: \_\_\_\_\_ Department \_\_\_\_\_

The following items are declared unserviceable and scrap. It is certified that the condition and status of the items / equipment has been examined namely

- i. The item is unfit for future use.
- ii. The item has completed its useful shell life.
- iii. The cost of repair is beyond the economic value of the item.

S.No.	Description of the Items	Qty Returned to Stores

The item may be removed from my Personal/Section Inventory.

Personal/Section Inventory Holder

Recommendation of the  
Head of the Department (HOD)

Approved/ Not Approved

**Director**

**For Stores Use**

Entered in the Register and removed from the Personal/Section Inventory and communicated to the inventory holder.

Stores In-Charge

Stores Officer