

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION (TIFR)
STORES SECTION**

SALVAGE AND DISPOSAL OF EQUIPMENT FORM

HBC/STR/DIS/

Date:

SR. NO.

FOR STORES USE

To be filled in by group desiring
To surrender equipment for write off
And to be sent to Store after completion

Tag No.:

DEPT NAME:

Eqp File:

ROOM NO. (Where equipment is lying)

Disposal File No.

TELEPHONE EXTN. :

HBC/ACC NO. (of equipment and painted on the equipment)

CONTACT PERSON

DESCRIPTION: (Attach separate list space below is insufficient)
(Make & Model):

APPROXIMATE SIZE AND WEIGHT:

CONDITION: Working/Serviceable/Non-serviceable/
Obsolete (If parts of equipment are
Serviceable please provide details in Separate list)

IS THE EQUIPMENT COMPLETE, IF NOT, LIST WHAT IS NOT INCLUDED.
REASONS FOR SURRENDER:

EQUIPMENT TO BE SURRENDERED ONLY AFTER CONFIRMATION OF WRITE OFF

Date : _____ (Signature of Head of Group)

(Space for use by Accounts)

Year of Purchase

Write of year:

Book Value: Rs.

Deleted from the Inventory:

Entered in page/Register Folio:

Date:

Sr. Admn. Officer

Signature of Accountant

(Space for use by Stores)

Tender No.:

Date of opening:

D.C. No.:

Gate Pass No.

Storekeeper

(Store officer)