



Store Purchase Section

Format for write-off / Deletion of Items under Buy-Back Scheme

Department : _____

Under buy-back scheme details of old items are furnished below-

S. No.	Item Description	I/C No. / Stock Entry Details	Date of Purchase	Qty.	Book Value (Rupees)
1.					
2.					
3.					
4.					
5.					
..					
Total:					

Total Buy-back Value (received) : _____

1. Source of Funding : Institute Fund Project Fund
2. Approval of Competent Authority : Attached Not Attached
3. Copy of Gate Pass : Attached Not Applicable
4. Copy of 'NC' Form : Attached Not Applicable
5. Copy of Invoice / Bill : Attached Not Applicable
6. Constitution of PFC : Attached Not Applicable
7. Minutes of Purchase Committee : Attached Not Applicable
8. Format of Minor Purchase : Attached Not Applicable

Signature of HoD

DR (Stores)