

Format for write-off / Deletion of expired Software/ License

Date : _____

Department / Centre: _____

Source of Funding (Institute/ Project) _____

It is certified that the following software/ license has/ have been expired on _____, and at present they are of no use -

S. No.	Name of the Software	I/C No. / Stock Entry Details (As per ACSS)	Date of Purchase	Total User License	Book Value (Rupees)
1.					
2.					
3.					
4.					
5.					
..					
Total:					

Above said items may pl. be deleted/ removed from inventory records.

Name _____

Emp. Code _____

Sign. Inv. Holder _____

Sign. Storekeeper _____

Head

AR/DR (Stores)