



## Stores purchase Section

Transfer of Inventory Items outside IIT Delhi

Department : \_\_\_\_\_

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

Detail of items which are to be transferred is as under -

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

Further detail is given below-

1. Source of Funding :  Institute Fund  Project Fund
2. Purpose of Transfer : \_\_\_\_\_
3. Nature of Transfer :  Permanent  Temporary
4. Approval of Funding Agency :  Attached  Not Attached  
(Compulsory in case of Project)
5. Project No. : \_\_\_\_\_
6. Address (where items are to be transferred) : \_\_\_\_\_  
\_\_\_\_\_
7. Name, Designation & Contact : \_\_\_\_\_  
Detail of the Person (to whom : \_\_\_\_\_  
items are to be handed over) : \_\_\_\_\_

Signature of PI/ Applicant \_\_\_\_\_

Name of PI/ Applicant \_\_\_\_\_

Emp. Code \_\_\_\_\_

**Through : HoD****Dy. Registrar (Stores)**