TIET/CS/FT/17(01)

THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

SURVEY REPORT OF STORES
(DISPOSAL OF SCRAP & MISC ITEMS)

Deptt. / School /Centre:	**Date:**

Sr. No.	Description of Scrap	Qty	Apprx. Value (Rs.)	Location	Remarks
1					
2					
3					

Note: Kindly attach list if items are more than 03 Nos.

Deptt.: Remarks of Head / Recommendations:	Signature	
	Name	
	Mobile No.	
Central Stores Remarks:	Signature	
	Name	
	Mobile No.	

Department Survey Committee Recommendations:

Members	**1.**	**2.**	**3.**	**4.**
Signature				
Name & Designation				
Mobile No.				

Remarks

Considered and approved to write off and dispose the aforementioned Scrap

VICE-CHANCELLOR

Forwarded to CENTRAL STORES for further follow up and scrap disposal