

B. K. N. Govt. Polytechnic, Narnaul

REPORT OF THE SURVEY OF STORE WHICH HAVE BECOME UNSERVICEABLE

Sr. No.	Description of Articles	Date of Receipt	Book value of Article	Quantity	Amount	Remarks

Dated: _____

Signature of In-charge
Name:-
Designation:

Remarks of Concerned HOD

Dated: _____

Signature of HOD

Submitted to Principal

A committee of the followings staff members are hereby constituted to survey the all above articles and submit the report regarding status of above articles to the undersigned with two days.

1. _____
2. _____
3. _____

Principal
B. K. N. Govt. Polytechnic,
Narnaul

Dairy No. _____ Dated: _____

Chairman Committee Sh. _____

Report of Committee

Member -1

Member-II

Member-III

Name _____

Name _____

Name _____

Submitted to Principal for necessary action.

As per report of committee all above articles are declared _____

Principal
B. K. N. Govt. Polytechnic,
Narnaul

P. T. O.

THE WRITE-OFF ARTICLES FROM STORE WHICH DECLARED UNSERVICEABLE

A committee of the followings staff members are hereby constituted to Write-off the above articles with the justified procedure and submit the report to the undersigned with two days.

- 1. _____
- 2. _____
- 3. _____

Principal
B. K. N. Govt. Polytechnic,
Narnaul

Dairy No. _____ Date _____

Chairman Committee Sh. _____

Report of Committee

Member -1

Member-II

Member-III

Name _____

Name _____

Name _____

Submitted to Principal for necessary action.

As per report of committee all above articles are Write-off from store of the Institution

Principal
B. K. N. Govt. Polytechnic,
Narnaul

Dairy No. _____

Dated : _____

O/I Store to make necessary arrangement.