



SURVEY REPORT OF STORES

(WRITE OFF OF FIXED ASSETS)

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

Deptt. / School / Centre:					Date:	
Sr. No.	Description of Asset	Qty (Nos.)	Purchase Value (Rs.) Invoice Details	Deptt. Entry Details (Pg.No/Sr. No/Date of Purchase)	Store Entry Details (Pg. No, Sr. No.)	WDV (Rs.) To be filled by F & A
1						
2						
3						

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

Deptt.: Remarks of Head / Write off recommendations:	Signature	
	Name	
	Mobile No.	
Central Stores (Entries Verified):	Signature	
	Name	
	Mobile No.	

Department Survey Committee Recommendations:

Members	1.	2.	3.	4.
Signature				
Name & Designation				
Moblle No.				

Remarks of Finance Officer

Considered and approved to write off and dispose the aforementioned assets

DIRECTOR

Forwarded to FINANCE OFFICER for further follow up and book adjustments