

भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT, RAIPUR

भंडार निकास फॉर्म / Store Issue Form

खाता/ A/c. Head: ---

तिथी/ Date: _____

नाम /Name:

विभाग /Department: _____

पदनाम/Designation: _____

उद्देश्य/Purpose:

आवश्यक वस्तु/ Required Item

क्र.सं./ Sl. No	सामग्री/Item	आवश्यक मात्रा/ Quantity Required	शेष स्टॉक /Stock in hand	निर्गत मात्रा/ Quantity Issued	आर सं./ R. No
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Inspections: - I received items as per my request and found ok as per specifications. Item received / certified.

अग्रसारित द्वारा/ Forwarded by

प्राप्तकर्ता/ Item received certified by.

भंडार प्रभारी /Store In charge

मु.प्र.अ./ CAO

- नोट/ Note:
1. No cutting will be allowed on the requisition slip.
 2. No item will be issued without the signature of forwarding authority.
 3. No stationery will be issued in the last two working days of the month.
 4. Items / Stationery will be issued on working days only.
 5. No item will be issued without the approval of CAO/Approving authority.
 6. The requisition need to be made at least one week prior in case stationary items are required in large quantity for any special programme / event.