

# **INDIAN INSTITUTE OF TECHNOLOGY, ROPAR**

## **HANDING OVER TAKING OVER FORM NO. SPS-114**

Transfer Voucher No. \_\_\_\_\_ date \_\_\_\_\_ (for use in Stores)

Handed over by : \_\_\_\_\_

Taken over by: \_\_\_\_\_

Designation: \_\_\_\_\_, Deptt. \_\_\_\_\_

Designation: \_\_\_\_\_, Deptt. \_\_\_\_\_

Employee Code: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Sr. No.	Description of Material	Make/ Model	Qty	Stock Reg. Page no. (if any)	Current Location of Item	To be transferred to Location	PIR of New Inventory Holder	Remarks

As the above material is no more required for my official use, it is hereby being transferred in good working condition.

As the above material is required for my official use, I have taken over the same in working condition.

**Signature of the member transferring the material**

**Signature of the member taking over the material**

Signature of Head of the Department/ Centre  
Name of the HOD: \_\_\_\_\_

Signature of Head of the Department/ Centre  
Name of the HOD: \_\_\_\_\_

As per above approval, the item(s) has/ have been removed from the record of Prof. / Dr. / Mr. .... in the Dept. ....

As per above approval, the item(s) has / have been recorded in the record of Prof. / Dr. / Mr. .... in the Dept. ....

**Dealing Assistant**

**Dealing Assistant**

**Registrar**

**Dean FA&A**

### **STORES & PURCHASE SECTION**

The record of aforementioned items(s) has/have been updated in the inventory of both inventory holders.

**JS/ Supdt.**

**Assistant Registrar**

**Deputy Registrar**