

**NATIONAL CENTRE FOR RADIO ASTROPHYSICS**  
**TATA INSTITUTE OF FUNDAMENTAL RESEARCH**  
**INVENTORY MANAGEMENT & DISPOSAL CELL**

<b>No.</b>

To be filled in by Section desiring to surrender equipment for write off and to be sent to Stores after completion.

<b>* SALVAGE &amp; DISPOSAL OF EQUIPMENT FORM *</b>				
<b>Contact Person</b>			<b>Room No.</b> (Where equipment is lying)	
<b>Department</b>			<b>Extn. No.</b>	
<b>TFR Accession No.</b> (of equipment pasted on the equipment)	<b>CAPITAL</b>		<b>FURNITURE</b>	
	<b>A :</b>		<b>F :</b>	
<b>Description of Item</b> (Attach separate sheet, if required)	<b>Make :</b>	<b>Model :</b>		<b>Qty.</b>
<b>Size &amp; Weight (Approx)</b>				
<b>Condition</b> (If parts of equipment are serviceable, please provide details in separate sheet)	<b>Working</b>	<b>Serviceable</b>	<b>Unserviceable</b>	<b>Obsolete</b>
<b>IN CASE OF INCOMPLETE EQUIPMENT, GIVE DETAILS (on separate sheet)</b>				
<b>Reason for Surrender</b>				
<b><u>EQUIPMENT TO BE SURRENDERED ONLY AFTER CONFIRMATION OF WRITE OFF</u></b>				
<b>Date :</b>	<b>Surrendered by</b>	<b>(Section Head)</b>		<b>(Centre Director)</b>
<b>For Accounts use only</b>				
<b>Year of Purchase :</b>			<b>Written off year :</b>	
<b>Book Value (Rs.) :</b>			<b>Deleted from the inventory :</b>	
<b>Entered on Page / Register Folio :</b>				
<b>Date :</b>	<b>(Asst. Accounts Officer)</b>		<b>(Accounts Officer)</b>	
<b>For Stores use only</b>				
<b>Tender No. :</b>		<b>Tag No. :</b>		
<b>Date of Opening :</b>		<b>Eqp. File :</b>		
<b>D.C. No. :</b>		<b>Disposal File No. :</b>		
<b>Gate Pass No. :</b>		<b>Ledger Entry :</b>		
		<b>Data Entry :</b>		
<b>Date :</b>	<b>Checked by</b>			<b>(Stores Officer)</b>