



## SURVEY REPORT OF STORES (DISPOSAL OF SCRAP & MISC ITEMS)

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

<b>Deptt. / School /Centre:</b>	<b>Date:</b>
---------------------------------	--------------

Sr. No.	Description of Scrap	Qty	Apprx. Value (Rs.)	Location	Remarks
1					
2					
3					

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

<b>Deptt.: Remarks of Head / Recommendations:</b>	Signature	
	Name	
	Mobile No.	

<b>Central Stores Remarks:</b>	Signature	
	Name	
	Mobile No.	

**Department Survey Committee Recommendations:**

Members	1.	2.	3.	4.
<b>Signature</b>				
<b>Name &amp; Designation</b>				
<b>Moblie No.</b>				

Remarks

Considered and approved to write off and dispose the aforementioned Scrap

\_\_\_\_\_

**DIRECTOR**

Forwarded to CENTRAL STORES for further follow up and scrap disposal