

**NATIONAL CENTRE FOR RADIO ASTROPHYSICS
TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

INVENTORY MANAGEMENT AND DISPOSAL CELL

Requisition for Transfer / Loan of Capital / Furniture items

Accession Number : _____ **Date** : _____

Full Description of Item : _____
(With Make, Model & Sr. No.)

Year of Purchase : _____

Present Status : _____

Reason for Transfer : _____

Name of Transferor : _____ **Sign** : _____

Group Code : _____

Group / Section Head : _____ **Sign** : _____

Location (Previous) : _____

Name of Transferee : _____ **Sign** : _____

Group Code : _____

Group / Section Head : _____ **Sign** : _____

Location (Current) : _____

Transfer approved / Not approved

ADMIN. OFFICER-C

Space for IMD Cell Use only

Requisition form received on :

Transfer Entry made on :

Entered by (In Ledger) :

Transfer Register No. & Folio No.

Entered by (In Data base) :

Admin. Officer (IMD Cell) :

Master/ Grand Master list updated