

MATERIAL / STORE TRANSFER FORM

To : IPSS – INSTITUTE PROCURMENT & STORES	
Transferred To :	Section / Dept. name :
Transferred From :	Section / Dept. name:
	Sender's name:
	Signature:
	Designation:

Documents reference details (Attach relevant documents) :
Approval Reference Number (Attach copy of approval of Competent Authority) :
Details of Material Condition:
Material Originally Purchase / Indented from the Section:

Material / Stores Details:

Sr. No.	Description	Stores Register No.	Remarks

Receiver Details : Name & Designation	
Signature	