

IT EQUIPMENT ISSUE FORM

Borrower's Name: Mobile No:

Department: Official Email ID:.....

Roll No/PF No:Item required:.....

Date & Time of required:-..... Date & Time of Return:-.....

Purpose(In Brief):-
.....
.....

I declare that the issued item shall be used for the purpose mentioned and it will be handled properly. I have issued the item in working condition and shall return it in the working condition and without any damage.

Borrower's signature

In-Charge/PI/FIC's signature

Remark(if any):

Signature of the higher authority

(Director/Dy. Director/Dean/Registrar/Dy. Registrar)

Signature of the higher authority is must for a purpose falling under TERMS AND CONDITIONS no: 2/6/8.

-----For Departmental Use:-----

Receiving Date and Time:

Loan Issue Number:

Request Received By:

Signature:

-----TERMS AND CONDITIONS:-----

1. Institute Camera/Sound System/any peripherals etc. can be issued only for an official purpose with a valid reason provided. This reason has to be certified by Department In-Charge/FIC.
2. For unofficial use, an additional approval has to be taken from higher authority such as Director, Dy. Director, Deans, Registrar and Dy. Registrar.
3. In case, any damage found in the issued item while returning, the borrower will be liable for the same. The borrower has to bear the cost against the repair charges/replacement of the item issued as shall be finalized by the committee.
4. Item can be issued on the availability basis.
5. The signed form (if not possible, an email information) has to be submitted at least before 1 day time with the details of the issuing item. But item shall be issued on submission of a complete and signed form. In case there are multiple issue requests for a single item, it will be issued for the first submission of a completely filled and signed form.
6. If additional man power support is required along with the issued item, it has to be requested 2 days in advance along with the signed approval of the higher authority.
7. Receiver shall be solely responsible for the transport of such issued items and shall be responsible to return of the item undamaged within due time. CC shall not be responsible for the transport/logistic of any issued item.
8. Any item issued must be returned in time. If an item is to be issued for more than 1 day, approval of the higher authority is must. An item issued, if not returned in time may attract penalty as per the decision of the committee.