

TATA INSTITUTE OF FUNDAMENTAL RESEARCH
CENTRAL STORES
SALVAGE AND DISPOSAL OF EQUIPMENT FORM
(PCs, laptops, and peripherals under buyback scheme)

TFR/

Date:

SR.No.

To be filled in by group desiring
To surrender equipment for write off
And to be sent to Stores after completion

Tag No.:

DEPT NAME:

EQP File:

ROOM NO(where equipment is lying):

Disposal File No:

TELEPHONE EXTN:

TFR ACCN NO:

CONTACT PERSON:

DESCRIPTION: (Attach separate list if space below is insufficient)

(Make & Model)

Year of purchase:

APPROXIMATE SIZE AND WEIGHT:

CONDITION: Working / Serviceable / Non-serviceable
Obsolete (If parts of equipment are
Serviceable please provide details in
Separate list)

IS THE EQUIPMENT COMPLETE, IF NOT, LIST WHAT IS NOT INCLUDED.

REASONS FOR SURRENDER:

EQUIPMENT TO BE SURRENDERED ONLY AFTER CONFIRMATION OF WRITE
OFF.

Date:

(Signature of Head of Group)

(Space for use by Accounts)