

भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग / Administration Section

कक्ष संख्या: 211 (संकाय भवन)
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No.: Estt/OO/2024/IITK/296

Date: February 20, 2024

OFFICE ORDER

Subject: Transfer Note for furniture and Office Equipments

All concerned departments/sections/units are hereby informed that, when transferring purchased items within the institute using a Transfer Note for furniture and office equipment (as placed in the attachment) the following steps must be strictly followed:

Step 1 - Ensure that the columns no. 01 to 06 in the Transfer Note are filled out by the transferer.

Step 2 - The HoD of the transferer's Department should write his/her name and sign the transfer note at the given place after ensuring that all the columns (column no. 01 to 06) are filled in the transfer note.

Step 3 - The transferee must add the transferred items to their department's stock register and fill the column no. 07 with the details of stock entry.

Step 4 - The HoD of the transferee's Department should write his/her name and sign the transfer note at the given place after ensuring that the column no 07 is filled in the transfer note.

Step 5 - The transferee must obtain the Director's approval and send the transfer note to the Central Stores.

Step 6 - The Central Stores will fill the column no. 8 and 9. After filling these columns Central Stores will keep the original copy and send the certified copies of the transfer note to both the departments of transferer and transferee.

Step 7 - The transferer, upon receipt of the certified copy from the stores, will need to strike off the transferred items from the department's stock register.

Step 8 - The transferer and the transferee upon receipt of their copies from Central Stores should also verify that all the columns are duly filled and no columns/space is left blank. The copies of the transfer note should be well maintained by the Central Stores, Transferer and transferee.

Besides following the above given steps all the departments, during regular verification of the stock register of their department, are also advised to verify that the stock entry of the items, which has been transferred from their department to another, has been made in the stock register of the recipient's department. Once verified from the recipient's stock register it should be marked in their stock register and need not verify again in the next stock verification process.

All departments/Sections/Units are advised to adhere to these guidelines for smooth and efficient transfer processes.



(Braj Bhushan)
Dean of Administration

Copy:

1. Director
2. All HoDs
3. All Deans
4. Office Incharge, Stores
5. CPMS & Pingala

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

TRANSFER NOTE

No..... Date.....

(NON CONSUMABLE ITEMS)

Sl.No.	Description of Items along with prices	Quantity Transferred	Transfer from [Dept. /Sec.]	Ref. of P.O. No. & Date of Receipt	Reason of Transfer	Transfer to [Dept. /Sec.]	Recipient's Ledger folio No.	Endorsement by S&P on completion of transfer process	Remarks of Central Stores, if any
1		2	3	4	5	6	7	8	9

APPROVED

DIRECTOR

Name of Head of Deptt (Transferer): Signature of Head of Deptt: (Transferer).....

Name of Head of Deptt (Transferee): Signature of Head of Deptt. (Transferee).....

Handed over by..... Taken over by.....

Note:-

1. This form should be filled in original from col.1 to 6 by transferer department and the HoD of the transferer department should sign the Transfer Note
2. The 7th column to be filled by recipient department and the HoD of the transferee department should sign the Transfer Note.
3. After obtaining Director approval column 8 and 9 to be filled by Central Stores.
4. Central Store will retain the original copy, send the certified copies of the transfer note to both the departments of transferer and transferee.