



गोविन्द बल्लभ पन्त राष्ट्रीय हिमालयी पर्यावरण संस्थान  
G.B. Pant National Institute of Himalayan Environment  
कोसी-कटारमल, अल्मोड़ा- 263 643, उत्तराखण्ड  
Kosi-Katarmal, Almora - 263 643, Uttarakhand

### Performa for Items/Equipments being returned to the store

(To be filled in triplicate separately for each individual item/equipment; one copy duly signed by the store keeper should be retained by the user as record and proof of returning the item/equipment)

Date.....

Name of the employee.....Theme/Section.....

Name of Item/Equipment.....

Make & Model.....

Status of item/equipment: Working / Not Working / Repairable / Non-repairable / any other

Following details are required for equipment only

(i) Year of purchase..... (ii) Cost.....

(iii) Manufacturer.....

(iv) Address of supplier.....

(v) In case the equipment is not working, please mention technical reasons

a. ....

b. ....

c. ....

(vi) If not working, please attach the report of relevant services engineer / Committee.

(Signature of store keeper with date)

(Signature of the user with date)

(Name.....)

(Name.....)