

PROFORMA (UPGRADATION OF NON - CONSUMABLE ASSET)

*****To be filled by Indenter*****

Certified that the asset/equipment(with Permanent Inventory Number)

.....
upgraded from M/s.....

vide invoice no.dated:against NIT Puducherry Work order(WO)

No. dated:.....

for Rs. fulfilled the following parameters:

- a) All the items upgraded vide the above Invoice were verified and found to be in good working condition.
- b) The Equipment / Furniture / Item / Asset has already been installed / assembled and is / are being used or in ready to use condition.
- c) All the items upgraded are technically in conformity with the work order specifications and of the ordered quality.

Since the product(s) / item(s) supplied comply with all technical requirements / specifications / configuration of said Work order, the same can be processed further for making payment **as per WO terms and conditions.**

All the items upgraded were entered in.....department stores.....

stock register volume no: Page no:on.....and stock register stamping was done.

Date of upgradation: Date of installation:

Whether warranty certificate enclosed (If applicable) : Yes / No / Not applicable

Remarks

Signature of the Indenter

**Signature of the HoD/Section Head/
Chief Warden**

.....
*****To be filled by Central Stores*****

1. The Item/Equipment/Asset Upgraded is updated in Institute stock register.....Volume no. Page no.....on..... (date).

2. Physical Verification is done on.....(date) location of the item is found at.....

**Jr.Assistant,
Central Stores**

**Member,
Central Stores**

**Faculty i/c,
Central Stores**