

Please issue the following store article/stationery for the use in (Branch/Office/Unit)

_____.

Sr. No.	Name of articles	Qty received last month	Balance in hand	Qty Now received	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Indented official

Section Incharge
Employee I/c Store

Received the above articles

Store Keeper

Full signature with date/Designation

*****Cut Here*****

Please issue the following store article/stationery for the use in (Branch/Office/Unit)

_____.

Sr. No.	Name of articles	Qty received last month	Balance in hand	Qty Now received	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Indented official

Section Incharge
Employee I/c Store

Received the above articles

Store Keeper

Full signature with date/Designation