IIAS
Rashtrapati Niwas
Shimla

Temp Issue Voucher TIV/IV/IIAS/SS/2019-20 **Dated……**

REQUISITION SLIP FOR ISSUE OF STORE ITEMS

Section…….. **Dated……**

Sr No.	Description	Quantity Required	Quantity actually supplied	Posted	Remarks

Storekeeper-Please issue

Signature…….

Designation, S.O. (S&S)

Issued and posted in tally. Narration no Q

Status:

Name in Block letters……...

Designation …….

Please Deliver to Shri……...

Signature……...

Received in good Condition

Signature……..

Note:- Please insist for receipt from Storekeeper while returning the Non-Consumable items to the store.