**Declaration**

*(To be submitted with Administrative approval (Form G 1, G 2.1, G 2.2, G 3, NG 1, NG 2 and NG 3) and Annexure -1: Detailed Specifications)*

I, Name, Designation, Department/section, hereby declare that the particulars of existing inventory as detailed below are true, as verified from stock register.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Item Name** | **Year of Procurement** | **Condition (Serviceable/ Unserviceable)** | **Remarks** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |

The requisition for new items (Submitted herewith is initiated only after due assessment of existing stock. Shortfalls are genuine operational requirements.

|  |
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| **Signature** |
|  |
| **Name and Designation of**  **Indenting Faculty/ Staff** |

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| **Recommended and Forwarded By (Signature)** |
|  |
| **Head of the Department/ Section** |