

Store in-charge/Concerned Person

Annexure-SRF-E Form # HR-31

SRF#

SL#.....

To:

Store in-charge/Concerned Person

Annexure-SRF-E Form # HR-31

SRF#

Resource Integration Centre (RIC)

Store Requisition Form (SRF)

(Goods/Supplies/Others)

1 copy submit to Store-in-Charge (when need any materials) & 1 copy filing for your future inf.

SL#.....

Resource Integration Centre (RIC)

Store Requisition Form (SRF)

(Goods/Supplies/Others)

1 copy submit to Store-in-Charge (when need any materials) & 1 copy filing for your future inf.

Office:		Date:			Office:		Date:		
Requestor:		Signature:		Empl #	Requestor:		Signature:		Empl #
	Name					Name			
Please issue	the under mentioned items(s) for	(Dept./Proj./Sec.)			Please issue th	e under mentioned items(s) for	(Dept./Proj./Sec.)		
		Quantity	0				Quantity	0	
SI #	Description	Required	Quantity Issued	Received by	SI #	Description	Required	Quantity Issued	Received by
	Total					Total			
IOCAI				Total					
Recommended by: Approved by:				Recommended by: Approved by:					
Sign.:		Sign.:			Sign.:	Sign.:			
Name:		Name:			Name:	Name: Name:			
Position: Date:		Position:			Position:	Position: Position: Date: Date:			
Date:		Date:			Date:		Date:		
POSTING	TO THE STOCK REGISTER				POSTING TO	O THE STOCK REGISTER			
Signature:			Date:		Signature:			Date:	
Name:		<u></u>			Name:				