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| **(A)** To be Filled By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **(B)** To be Filled By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Sr. No** | **Description** | **A/U** | **Quantity** | **Issued Quantity** | **Remarks** |
| In Hand | Requested | Issued | Ledger Page No. |
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***Head of Department Approved By Received By***

Signature & Stamp In charge Store Name & Designation

Date