

Date: 07.09.2020

Place: Karkapatla.

To : The Deputy Managing Director

Through : General Manager-Quality Management

From : Sr. Executive (QC-Pharma)

**Subject: Seeking approval for the scrapping of the obsolescence assets which are non-functional.**

Dear Sir,

We intent to scrap following obsolescence assets which are non-functional and repairable cost is very high.

Name of the Equipment	Make	Initial Value	Current Value	Repairing Cost
Refractometer	Rudolph	3,80,000.00	1,04,033.55	6,76,969.00
Digital Burette (2No's)	Titrette	78,651.52	0.00	Non- repairable

These assets are presently located in pharma Quality Control Laboratory.

We sincerely request your approval for transfer obsolescence assets to scrap yard.

The total cost of the scrapped item – 1,04,033.55/- (One lacks four thousand thirty-three rupees and fifty-five paisa only).

**Enclosures:** 1) Obsolescence assets to scrap yard (Certificate of Obsolescence)

2) Asset transfer form



Encloser-2 Asset transfer form

INDIAN IMMUNOLOGICALS LIMITED

ASSET TRANSFER FORM

SAP ASSET CODE : 21002789

ASSET DESCRIPTION : Refractometer

TRANSFERING PLANT : Pharma - dc CODE: 4100

TRANSFERING COST CENTER : AH - Quality Control CODE: 41000060

LR NUMBER&TRANSPORTOR: NA LR DATE: NA

SIGN OF TRANSFERING DEPT HEAD: UM DATE: 07.09.2020

AUTHORISED SIGNATORY NAME: Sunil Tiwari SIGN: [Signature] 07.09.2020

OUTWARD GATE ENTRY NUMBER: NA DATE: NA SIGN NA

RECEIVING PLANT NAME: \_\_\_\_\_ CODE: \_\_\_\_\_

GATE ENTRY OF RECEIVING PLANT: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGN \_\_\_\_\_

RECEIVING COST CENTER NAME: \_\_\_\_\_ CODE: \_\_\_\_\_

Confirming that the asset is received and installed at the above cost center on \_\_\_\_\_

NAME AND DESIGNATION OF RECEIVING DEPARTMENT HEAD: \_\_\_\_\_

DATE : \_\_\_\_\_ SIGN: \_\_\_\_\_

FOR USE BY ACCOUNTS

ASSET TRANSFER ENTRY PASSED IN SAP ON: \_\_\_\_\_

ENTRY DETAILS: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

VERIFIED BY: NAME: \_\_\_\_\_ SIGN: \_\_\_\_\_