

DARUL HUDA ISLAMIC UNIVERSITY

ASSET CLEARANCE RECORD

Record No. *(Office Use)*

Form Type: A(15)

Section:

Room No:

Belongs to *(std, etc)* :

Room Type:

Room Head :

Teacher Incharge:

Assistant :

Accommodated persons (Count):

Specify *(classNos. etc)* :

:

:

Sl.No.	Item Code	Property/ Material	Current Count	Disposal	Final	Remarks
1	CP	Computer				
3	SC	Screen				
5	PR	Printer				
7	AM	Amplifier				
9	MS	Mic Stand				
11	BT	Battery				
13	DS	Desk				
15	TP	Teapoy				
17	CH	Chair				
19	SF	Shelf				
21	BD	Bed				
23	LT	Light				
25	SB	Switch board				
27	PL	Plug				
29	BM	Broom				
31	GL	Glass				
33	DR	Door				
35						
37						
39						
41						
43						
45						
47						
49						

Sl.No.	Item Code	Property/ Material	Current Count	Disposal	Final	Remarks
2	PJ	Projector				
4	TV	TV				
6	SD	Sound Box				
8	MC	Mic				
10	UP	UPS				
12	BN	Bench				
14	TB	Table				
16	PD	Podium				
18	ST	Stool				
20	BR	Board				
22	PH	Phone				
24	FN	Fan				
26	SW	Switch				
28	BS	Basket				
30	PT	Plate				
32	JG	Jug				
34	WD	Window				
36						
38						
40						
42						
44						
46						
48						
50						

Primary Clearing	Date:	
	Name&Sign of Teacher Incharge:	
	Seal&Sign of Section Office:	

Final Closing	Date:	
	Name&Sign of Teacher Incharge:	
	Seal&Sign of Section Office:	