

**PROPERTY & ESTATE DEPARTMENT  
JAMIA MILLIA ISLAMIA  
NEW DELHI-110025**

**FORM FOR INVENTORY**

1. Name of the Licensee \_\_\_\_\_ Emp. ID \_\_\_\_\_
2. Department/Office \_\_\_\_\_
3. (a) Quarter No. \_\_\_\_\_ (b) Category \_\_\_\_\_
4. Situation \_\_\_\_\_
5. Date of occupying \_\_\_\_\_ Date of vacating \_\_\_\_\_

**S. No. Description**

**No.**

- |                      |       |
|----------------------|-------|
| 1. Room              | _____ |
| 2. Kitchen           | _____ |
| 3. Store             | _____ |
| 4. Bathroom          | _____ |
| 5. W.C.              | _____ |
| 6. (a) Doors         | _____ |
| (b) Windows with net | _____ |
| (c) Ventilators      | _____ |
| 7. Steel Net Doors   | _____ |
| 8. Garage            | _____ |

**Sanitary Fittings**

- |   |       |
|---|-------|
| 1. (a) Water Closet complete with Cistern high level (Indian) | _____ |
| (b) Water Closet complete with Cistern low level (European)   | _____ |
| 2. Bib taps brass _____ + PVC _____ + Steel _____ =           | _____ |
| 3. Stops taps brass _____ + _____ Steel =                     | _____ |
| 4. Shower C.P. 4  | _____ |
| 5. Lead Connection  | _____ |
| 6. Wash Basin   | _____ |
| 7. Kitchen Sink   | _____ |
| 8. Bath Tub   | _____ |
| 9. Mirror   | _____ |

10. Soap Container \_\_\_\_\_
11. Towel Rail \_\_\_\_\_
12. Water Tank \_\_\_\_\_

**Electricity Fitting**

1. Light Point \_\_\_\_\_
2. Plug Point light (5A) \_\_\_\_\_
3. Plug Point light (15 A) \_\_\_\_\_
4. Fan Point \_\_\_\_\_
5. Bell Point \_\_\_\_\_
6. Energy Meter \_\_\_\_\_
7. Tube light Fittings \_\_\_\_\_
8. Fancy Fittings \_\_\_\_\_
9. Wall Brackets \_\_\_\_\_
10. Bells \_\_\_\_\_
11. Fans \_\_\_\_\_
12. Geyser \_\_\_\_\_
13. Exhaust Fan/ Air Fresher \_\_\_\_\_
14. Cooler \_\_\_\_\_
15. Air Conditioner \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_