

Material Movement Form

This form aims to streamline the material movement process.

Requester's Section

Requested By		Request Date	
Requester Email ID		Requester Contact No	
Department Name & Address		Development agency/SI organization Name & Address)	
Reason for movement		(Inward / Outward)	
Material detail	Device Make		
	Device Model		
	Device Serial No.		
	Removal / New Installation / Replacement		
	Purpose (POC / Testing)		
	Device Owner		
	Remarks (if any)		
Equipment details with power requirement			
Requested By [Sign, Name and Date]			

Approver's Section

HPSDC Project Manager [Sign, Date]		HPSDC Nodal officer [Sign, Date]	
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Admin's Section (HPSDC Operator)

Assigned to		Call ID	
Equipment Entry Completed (Yes/No), If No please mention the reason			
Date of Installation / Removal / Replacement			
If to be returned, Expected date			
Completed by [Sign and Name]			
Remarks (if any) by Admin Group			

The complete filled form, duly signed by the request owner, and approved from Project Manager and HPSPDC Nodal Officer, may be submitted at HPSPDC Helpdesk.
For any assistance, call on +91-7807401412, helpdesk.hpsdc@hpmail.gov.in

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