

ASSET TRANSFER FORM

Date: _____

Handed Over By : Taken Over by :
PIR/Divisional Holder Name : PIR/Divisional Holder Name:
Section/Lab : Section/Lab :

SI.NO	DESCRIPTION OF THE ITEM	QTY	STATUS

As the above material is no more required for my official use, it is hereby being transferred in good working/not working condition.

Signature of the holder

As the material is required for my official use, I have taken over the same in good condition.

Signature of the receiver

For Stores Use

Entered in the Register and removed from the Personal/Section Inventory.

Stores In-Charge

Stores Officer