

ASSET TRANSFER FORM

*****To be filled by Indenter*****

Item/Asset/Equipment under Transfer

S.No.	Asset Description	Inventory No.	Total Quantity	Current Location	Current Department

The Purpose of transfer of Item/Asset/Equipment:

Whether the Director approved the transfer: Yes/No

If yes, please attach the approved letter.

The Asset transfer todepartment & location of the Asset after transfer is

As per NITPY central stores rules once the Asset is transferred, the whole responsibility over that Item/Asset/Equipment is final user (or) Acquired department.

Indenter

**HoD/Section Head
(Transferring department)**

**HoD/Section Head
(Acquiring department)**

.....
*****To be filled by Central Stores*****

1. The transfer of Item/Asset/Equipment is updated in Institute stock Register.....

Volume No..... Page No..... On..... (date).

2. Physical Verification is done on.....(date) location of the item is found at
(After the successful transfer of Asset)

**Jr.Assistant,
Central Stores**

**Member,
Central Stores**

**Faculty i/c,
Central Stores**