HANDING & TAKING OVER FORM

(In case of Transfer, Leaving the Company etc)

Following item has been handed over to the Store Section on date …….....

SL No	Item Description	Model	Item Serial No	UoM	Qty	Remarks

Reason for handing/taking over:

Handed Over By:
(Name, Signature & Designation)

Taken Over By:
(Name, Signature & Designation)

Verified by:
(In case of IT Related Equipment only)

Verified by:
(Finance Division - Assets)

(Crosscheck with the asset/inventory items issued in his/her name as per the record)

Copy to:

GMC- for updating in the Asset system record