(Name of Office)

**PROPERTY TRANSFER NOTE**

Transfer to:…………………………………………………………….. Date…………………

Authorization No. and Date:……………………………………..…………….

Mode of Transfer:…………………………………………………………………..

Name & address of Transporter:……………………………………………………..

Vehicle No.: ……………………………………………………… L.R. No. & other ref.:………………………………

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SI.No. | ID. Code | Description | Qty | Unit | Rate | Value | Remarks |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

(Prepared by) (Approved by)

Name & Designation Name & Designation

Acceptance Certificate: Certified that the goods specified above have been received in good condition and entered in the stock ledger/fixed asset register.

(Goods Received by)

Transferee