

**VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR**

**TRANSFER NOTE**

(For Office Furniture & Equipment)

S.No. \_\_\_\_\_

Date: \_\_\_\_\_

S.No.	Description of Material 1	Quantity Transferred 2	From whom Received/Supplied 3	Ref. of P.O. No. & Date of Receipt 4	Reason of transfer 5	Recipient's DSR Page No. 6	Remarks if any 7

Signature of Head of Deptt.: (Transferer) .....

Signature of Head of Deptt.: (Transferee) .....

Handed over by .....Taken over by.....

**APPROVED**

**DIRECTOR**

**Copy To:** 1] Transferer  
2] Transferee

