List of the items handed over and taken over by Sh. \_\_\_\_\_ and Sh. \_\_\_\_\_ on (dated \_\_\_\_\_) of Dept.

SN	Name of Item	Qty.	DOP	Book Value (Rs.)	Stock Register PN.	Reg. No.	Entry No.	Location	PV	Handed over (Sign.) Sh	Taken Over (Sign.) Sh