

# Government of [Country/State]

## Asset Transfer Form

(Government Standard Format)

Transfer Reference Number: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

### 1. Details of Transferring Department/Office

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### 2. Details of Receiving Department/Office

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### 3. Asset Details

S. No.	Asset Description	Asset Code/ID	Quantity	Date of Acquisition	Original Cost	Condition	Remarks
1.							
2.							

### 4. Reason for Transfer:

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### 5. Additional Remarks (if any):

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### Signature of Transferring Authority

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

### Signature of Receiving Authority

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

### Important Notes:

- This form must be filled legibly and accurately by both transferring and receiving departments.
- All asset details must match the official asset register records.
- Supporting documents such as asset register entries, approval letters, and inventory lists should be

attached.

- Ensure both authorities sign and date the form for legal validity.
- Retain copies in both departments for audit and future reference.