

**DELETION OF FURNITURES/FIXTURES /ELECTRICAL ITEMS
ON COMPLETION OF 10 YEARS**

From:

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To:

The Assistant /Deputy /General Manager
ZONAL OFFICE
BE/SSD HO MANGALORE/IIBD MUMBAI

Through the

**Sub: Deletion of Furnitures/Fixtures/Electrical Items on completion of 10 Years
and Mixie on completion of 6 years from the date of purchase
Ref: PAD:HO Circular No.300/2009 dt 30.05.2009 (new Scheme 2009)**

With reference to the above, I wish to inform you that the following furniture/Fixture/Electrical items which has/have completed* 10 years or more from the date of purchase, may please be deleted from My Asset Account

SI No	Furniture/Fixture/ Electrical Items	Date of Purchase	Purchase value of the Asset (Rs)	Book value of the Assets (Rs)

*in case of mixie, 6 years from the date of purchase

I request you to transfer the ownership of the above items to myname, the tax liability,if any, will be borne by me.

Date:
Place:

Yours faithfully,

Signature of the Officer

NOTE TO THE GM/DGM/AGM/CM

REF No.

Date:

The claim made by the offider conforms to the norms. We may delete the above items as per PAD:HO:Circular 300/2009 dt 30.05.2009 and we may transfer the ownership to the above officer

Officer

Sr Manager/CM/AGM/DGM