



CNR/ACCT-09/2025-2026/

Date:

## HANDING TAKING NOTE OF POOL VEHICLE

Surrender Letter No. & Date:	
Ministry/Department:	Condition Status:
Vehicle Registration No:	Type of Vehicle:
Engine Number:	Chassis No:
Model/Purchase Year:	Cost of Purchase:
Odometer (KM) Reading:	Blue Book & Renewal Date:
<b>Documents and Accessories:</b>	
Keys <input type="checkbox"/> No. of keys.... Tyres <input type="checkbox"/> Spare Tyres <input type="checkbox"/> Battery <input type="checkbox"/> Jack <input type="checkbox"/> Wrench <input type="checkbox"/> Lever <input type="checkbox"/> AC <input type="checkbox"/> Tape <input type="checkbox"/>	
Parts Damaged:	Parts Missing:
Handed Over by:	Taken Over by:
Driver:	MTO:
<b>Head of the Agency</b>	