

**ANNUAL POSSESSION CERTIFICATE**

Date : .....

Place : .....

To  
 The Chief Manager (Administration) / Branch Manager  
 State Bank of India  
 Local Head Office / .....  
 Patna / .....

Dear Sir,

**BANK'S FURNITURE/ FIXTURES**

I hereby certify that Bank's furniture/ fixtures worth the original cost of Rs. ....  
 (Rupees ..... only), purchased on ..... (date  
 of purchase), remain in my possession. All the items are insured for the book value and the insurance  
 cover is valid.

*(Signature)*

Name : .....

P.F. Index No.: .....

Grade/Scale: .....

Residential address where the Bank's furniture/  
 fixtures are placed: .....**FOR OFFICE USE**

- 1) Talled with office record : Rs \_\_\_\_\_
- 2) Original cost of the furniture : Rs \_\_\_\_\_
- 3) Book value as on 1st April (i.e. beginning of the year) : Rs \_\_\_\_\_
- 4) Depreciation entries passed on : Rs \_\_\_\_\_
- 5) Book value as on 31st March : Rs \_\_\_\_\_

**Signature of the Branch Manager  
 Head of the Deptt.**