**Asset Handover Form**

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| Name of Employee: | **Syed Hamza Gilani** |
| Designation: | **Data Assistant** |
| Department: | **MMP** |
| Asset hand over Date: | **12th February, 2025** |

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| **Details of Assets** | |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sr No.** | **Description of Assets** | **Asset Code** | **Qty** | **Remarks** | | 1 | **DELL (i7-13th Gen)**  **16 GB RAM &**  **500 GB SSD** | 5150F952-2431-48C4-BA97-D9A08B3BB0F8 | 1 | 16 GB RAM &  500 GB SSD | | 2 | ------------------------------- | | | | | 3 | | 4 | | 5 | |

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| Hand over by:  (Name & Designation) | | | **WHO OFFICE** |  | **12th Feb, 2025** |  |  |
| Name & Designation | | | |  | Date |  | Signature |

**Instructions:** Any loss of official Assets, irrespective of carrying value, shall be informed immediately to the CTC HR or Admin. The concerned staff must present a police report (FIR) in case of loss of asset in their custody due to theft, robbery or any acts of vandalism. PSB will review the case and will decide about the further action.

Recovery will be made on the book value during the useful life of Equipment. In case asset is damage, lost, Stolen or Not Found after its useful life, Higher of both i.e. (20% of Purchasing Value and market value)should be charged.

**Acknowledgement and Declaration by Employee**

I, Mr. **SYED HAMZA GILANI** hereby acknowledge that I have received the above-mentioned assets. I understand that this asset belongs to company and is under my possession for carrying out my official work. I assume that I will take care of the assets of the company to the best possible extend.

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| Signed by Employee: | **SYED HAMZA GILANI** |  | **25th Feb, 2025** |  |  |
| Name | |  | Date |  | Signature |