

Asset Handover Form

Name of Employee:

Arsalan

Department:

HR (FF)

Asset hand over Date:

10-05-24

Details of Assets

Sr No.	Description of Assets	Asset Code	Qty	Remarks
1	Telephone Set	8941006 2305	1	on
2		783122 30		
3	0349- 7760592			
4				
5				

Confirmed by
Admin Officer:

Jammar

Name

10/5/24

Date

[Signature]

Signature

Hand over by:

Jammar

Name

10-05-24

Date

[Signature]

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/Ms Arsalan 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.

Signed by
Employee:

Arsalan

Name

10/5/24

Date

[Signature]

Signature