

## Asset Handover Form

Name of Employee: M. Afzal  
Designation: A.M Finance  
Department: Finance  
Asset hand over Date: 8.10.24

### Details of Assets

Sr No.	Description of Assets	Asset Code	Qty	Remarks
1	Official sum			
2	(postpaid)		01	
3				
4				
5				

Confirmed by Admin Officer:

Name

Date

Signature

Hand over by:  
(Name & Designation)

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./Ms..... 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:

Name

Date

Signature