

Asset Handover Form

Name of Employee: Inshal Naveed
Department: HR
Asset hand over Date: 07-08-24
FF CENTRAL

Details of Assets

Sr No.	Description of Assets	Asset Code	Qty	Remarks
1	Telexon Sim		1	0349-7760609
2				0349-7760609
3				
4				
5				

Confirmed by Admin Officer: Sammar 07/08/24 [Signature]
Name Date Signature

Hand over by: _____
Name 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. Inshal Naveed 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: Inshal Naveed 07/08/2024 [Signature]
Name Date Signature