

Asset Handover Form

Name of Employee:

Sumair

Designation:

FF

Department:

HR

Asset hand over Date:

29-10-24

Details of Assets

Sr No.	Description of Assets	Asset Code	Qty	Remarks
1	Telecom Sim	-	1	
2	0340-8442599			
3				
4				
5				

Confirmed by Admin
Officer:

Summar

Name

29/10/24

Date

Sumair

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. Sumair Kashif 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:

Sumair Kashif

Name

Date

Sumair

Signature

CHIP TRAINING & CONSULTING

JOINING REPORT BY A NEW EMPLOYEE

Name of the Employee	Souhair
Position appointed to	FE
Department and/or Location of appointment	HR Calachi
CNIC#	42301-6411118-7
CNIC Expiry Date	19-06-21
Date of Joining	29/10/24
Date and Ref. No. of appointment letter	
Name of the Supervisor	Sammar
Designation of Supervisor	Admin Officer
Supervisor's Comments	OK
Supervisor's Signature	