Handing & taking over form of Asset

(In case of Transfer, Leaving the Company etc)

SL No	Item Description	Model	Item Serial No	UoM	Qty	Remarks

Reason for handing/taking over: Handed Over By: (Name & EID, Signature & Designation)										
Take	en Over By:	Verifie	Verified by:							
(Nan	ne & EID, Signature &	(In case	(In case of IT Related Equipment only)							
	fied by: ance Division - Assets)								

(Crosscheck with the asset/inventory items issued in his/her name as per the record)

Copy to:

GMC- for updating in the Asset system record