

Company Name: Mahavir auto diagnostics private limited

Department: Marketing

Employee Name: Naga Devi Krishna Lavanya

Employee ID: AW2261

Details of Returned Equipment:

Item	Asset tag	Serial Number	Condition Upon Return	Remarks
Laptop/Desktop	MGIT0785	C1YCYQ2	good	
Charger/ Other items			received	

Declaration by Employee:

I, Naga Devi Krishna Lavanya, confirm that I have returned all company-issued IT equipment in my possession as listed above. I acknowledge that:

1. All equipment is the property of MAHAVIR AUTO PRIVATE LIMITED and has been returned in good working condition, barring normal wear and tear.
2. Any missing, damaged, or non-functional items due to negligence may result in the cost being deducted from my final settlement or legal action.
3. I have cleared all personal data from the returned equipment and understand that the company will not be responsible for any remaining personal data.

Return reason: Assigning another asset (MGIT0238)

Employee Signature: _____

Date: 25/03/2024

For IT Department Use Only:

Item	Condition Verified	Checked By (IT Staff)	Date Verified
Laptop	Good	Neeraj Kumar	25/03/2024
Charger	Good returned	Neeraj Kumar	25/03/2024

IT Department Confirmation:

I, Neeraj Kumar, confirm that the above-listed equipment has been received and inspected.

IT Staff Name: _____

Signature: _____

Date: _____