**Office of the Chief Executive Officer**

**Computer & Telecom Division**

**NTPL, Tuticorin**

To, Dt: {date}

**HOHR**

NTPL, Tuticorin

Sir,

Sub: IT Asset clearance certificate from computer services division –Reg.

The following executive is not holding any IT Asset in his name.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Name | CPF.No | Designation | Division | Remarks |
| 1 | {name} | [cpf] | {designation} | {division} | Individual is not holding any IT Asset |

DGM/CS&TC