**Office of the Chief Executive Officer**

**Computer & Telecom Division**

**NTPL, Tuticorin**

To, Dt: 07.10.2023

**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 | SHANKAR M | 36122 | ACM | Electrical | Individual is not holding any IT Asset |

DGM/CS&TC

**Request form for surrendering of IT Assets**

To, Dt:13.06.2023

ADGM/Computer Services,

NTPL, Tuticorin.

Sir,

Sub: Surrendering of IT Assets to the computer services division and issue of clearance Certificate-Reg.

I SELVAM JACK M, CPF:47792, CM/HR hereby surrendering the following IT Assets to the computer services division on account of transfer to NLCIL, Neyveli.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SL.No. | Description of IT Asset | Qty. | Make & Model | Remarks |
| 1 | Desktop Computer CPU (S. No: INA810TZ03), Monitor, Mouse and Keyboard. | set | HP-Laser M 202 | Surrendered |

Yours faithfully

Acknowledgement: The above IT assets are received from the individual.