



Gurugram Metropolitan Development Authority

(Plot no.-44, sec.-32, Gurugram-122001)

I hereby declare that the following hardware is issued to me and is in my possession.

ERP ID	Asset Id	NAME	DEPARTMENT	DESIGNATION
20017	GMDA0145	Sh. Surender Dutt Gautam	Finance & Accounts	Chief Account Officer

Asset Type	Make/Brand/Model	Serial No	IP Address	MAC
CPU Patch Code installed	HP	INA851WGXW		NA
Monitor	HP	6CM84207LQ	NA	NA
Printer	HP	CNBLL2L1X9		NA
Laptop	HP	5CD8517Q0Q	NA	NA

I shall handover to division head or store in case I am transferred.

Date- 21/2/19

(Signature) 