

**Asset Handover Form**

Name: Date of Issue:

Employee Code: Mobile No:

Please find the mentioned below Details:

|  |  |
| --- | --- |
| Laptop Name & Model: |  |
| Serial No |  |
| MTM |  |
| MO |  |
| Arodek Tag : |  |
|  |  |
| Adaptor: Rev: | 400 |
| Rev: E | 400 |
|  |  |
| Windows Version: | Windows 10 x64 bits Professional |
| Product ID: |  |
|  |  |
| Dongal | NO |

**ACKNOWLEDGEMENT AND DECLARATION BY EMPLOYEE**

I Mr. /Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge that I have received the above mentioned assets. I understand that this asset belongs to Arodek Technology Consulting Pvt. Ltd. and is under my possession for carrying out my office work. I hereby assure that I will take care of the assets of the company to the best possible extend.

\*\*\* Terms & Conditions apply.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OM PRAKASH SINGH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature Issuer Signatory Authorised Signatory**

**Terms & Condition**

1. A laptop/desktop will be given to conduct business related work solely. It is the individual’s responsibility to take care of the same.

For any issue a call needs to be logged with the Arodek IT Helpdesk. The Hardware specialist will check and troubleshoot the problem. In case of physical damage or mishandling the warranty will not remain valid. The Organization will recover the cost based on the depreciated value provided by Finance department if the laptop/desktop is beyond repair. For the interim period a standby laptop will be given to the employee based on the stock availability. ARODEK IT will transfer work-related data only, to the extent feasible.

1. In case of theft or loss of the laptop, the user should call ARODEK IT wherein the user will share all detailed facts with the Helpdesk
2. Coordinator. A mail will have circulated with detailed description about the incident to the respective manager or HOD and ARODEK IT person. Later, the user must file an FIR or any Govt. Agency Document (During International Travel), GD is not acceptable. The user will get the replacement after submission of an FIR. The hardware cost will be recovered from the user.

It is mandatory to submit an FIR within 3 working days.

It is expected that the individual will take good care of the assets, allocated to him/her. In case loss or damages which are beyond repair/warranty, the cost of repair will be recovered from the individual.

**Arodek Technology Consulting Pvt . Ltd.**

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