

Certificate of Transfer of Ownership of IT Assets

Certificate No.: IITT/P&S/CTOA/2026/_____

Date: ____ / ____ / ____

This is to certify that the following Institute asset has been transferred to the employee named below under the approved IT Asset Retention Scheme.

Employee Name:

Employee Code:

Dept/Section:

Asset Code

:

Asset Type

:

Make & Model

:

Serial Number

:

Year of original purchase :

Original Purchase Cost: ₹

Retention Amount Paid : ₹

The above asset has completed its prescribed service life and has been transferred to the employee on an "**as-is, where-is**" basis after secure data sanitization by the Computer Centre.

The employee acknowledges that:

1. Ownership of the asset has been transferred from IIT Tirupati to the employee.
2. The asset shall no longer be treated as Institute property.
3. No warranty, maintenance, repair support, spare part replacement, or technical assistance shall be provided by the Institute after transfer.
4. All future responsibilities, liabilities, repairs, maintenance, and disposal of the asset shall rest solely with the employee.

Issued by

Accepted by

Assistant Registrar (P&S)

Employee Name: _____

Signature: