भारतीय प्रौद्योगिकी संस्थान तिरुपति

TIRUPATI

कंप्यूटर केंद्र
Computer Center
भारतीय प्रौद्योगिकी संस्थान तिरुपति
Indian Institute of Technology Tirupati
एर्पेडु - वेंकटगिरि रोड, एर्पेडु पोस्ट, तिरुपति जिला, अ प्र - 517619
Yerpedu - Venkatagiri Road, Yerpedu Post, Tirupati District, A.P. 517619
ई-मेल /Email: cc_office@iittp.ac.in

FORM-C2

Date: ..../........../.............

IT ASSET RETURN FORM

Custodian Name: Designation:

Employee ID: Department/Section:

ASSET PARTICULARS

#	Asset Code/ Tag / Serial No	Asset Name	Model	Qty	Condition of the assets

I hereby confirm that all essential data has been backed up and any passwords have been removed before returning the above assets.

Signature of the custodian
Date:

For use by the Computer Center Staff

☐ The asset(s) is/are being returned in good working condition, with no physical damage.

☐ All accessories, peripherals, and laptop bag etc. originally issued with the asset(s) are returned. If not, mention details in the remarks.

☐ The OS password has been removed in case of Computer/laptop.

Remarks:

Signature of the CC staff
Name:
Date:

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