

**Form-4 Computer Ownership Transfer Form (Upon Expiry of Useful Life)**

The Head of the Agency

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Section	Details
<b>1. Employee Details</b>	
Name	
Employee ID	
Designation	
<b>2. Device Details</b>	
Device Type (Laptop/Desktop)	
Asset identification code	
Brand & Model	
Serial Number	
Date of Issuance/Purchase	
Original Cost	

**Submitted by:**

**Verified by:**

**Approved by:**