

Inter Office Memo

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| **From :** | Desai Darshan | **Ref. :** |  | **Date :** |  |
| **To :** | |  | | |  |
| **Copy for information :** | | HRMA/GENSE | | | |
| **Sub :** | | Company Laptop | | | |

Dear Sir,

This is reference to circular no. 4 / 2019 dtd. 15th July 2019, company is providing you following Laptop and Accessories.

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| **Product** | **Barcode** | **Mfg. Sr. Number** |
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Company will provide you a laptop bag. In case you wish to use your own bag then you will make sure that bag has a dedicated compartment for laptop with adequate padding.

You will handle laptop with best possible care and shall avoid drops and liquid spill.

You will keep bare minimum data on laptop hard disk and store all your data on 1TB cloud storage provided on OneDrive. The laptop shall be used to store official data only.

In the event of termination of employment, by retirement, resignation or otherwise, you shall return the above-mentioned products provided to you to the Company.

The Laptop shall remain under your personal custody and, for that matter, it shall be carried by you after your working hours and not to be left behind in office cabinet / desk

The Laptop & YubiKey shall be maintained under your personal custody. In case of loss or theft you must lodge a FIR with nearest Police station or similar competent authority (if incident happens outside India) within 48 hours of incident; you will obtain the copy of FIR and shall submit to the IT Department along with loss/theft report.

I agree and acknowledges the receipt.

***Receiver Sign :***

***Received Date : ..…/……/2024***

***IT Eng. Name with Sign***