Asset Allocation and Policy

Versetal Information System Pvt Ltd (termed “Versetal” in this document) follow best market practice and provide assets (Laptop/Mobile/other) to Employees/consultant keeping in mind flexibility and ease at work. The Asset shall be used by the employee only for the business of Versetal and shall not be used for any unlawful or prohibited purpose.

Employee at all-time shall take good care of assets allocated/assigned to them and will be responsible for any damage or loss of same. Versetal reserve the right to recover the same from employee. Any technical fault or damage which is covered under product support is exempted.

In case of theft, employee should report the same to HR/Management and Fire an FIR at local police station, also need to provide Versetal with a copy of same. FIR lodge and other follow in regards to same will be done by employee at his/her own cost/efforts.

At the time of termination/separation employee shall return all the Company’s property and assets allocated/assigned for smooth full and final clearance.

The employee agrees to indemnify and hold harmless Versetal against any and all claims, damages, losses and expenses of any kind arising from or connected with the use of the asset.

Below assets are allocated:

1.HP Head Phone (Part No. B4B09PA)

**Acceptance of Terms & Conditions and Asset allocation:** I agree that I have read, understood and accept above terms and conditions, also I have received above assets in good/new and working condition.

**Signature: Date:- 09 -Sept-2016**

**Employee Name: Abhishek Kumar Rai**