**SIM CARD ISSUANCE FORM**

|  |  |  |
| --- | --- | --- |
| **Employee Name** |  | **untitled** |
| **Employee ID** |  |
| **Designation** |  |
| **Department** |  |
| **Entity** |  |
| **HOD/Manager Name** |  |
| **SIM Card IMSI NO** |  |
| **SIM Card Issued Mobile NO** |  |
| **Alternate Mobile NO** |  |

**Undertaking**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby understand and undertake to comply with the following terms and conditions for the mobile connections given to me for a period of 90 days by the company as a part of Reliance JIO Preview Offer.**

**a) I have understood the plan of the SIM card issued to me**

**b) SIM Card is issued to employee of the company and is not transferable to third**

**party in any manner.**

**c) Employee is solely responsible if the SIM card is misused or lost. In case it is lost then**

**Employee shall report the theft or loss of the SIM card to the IT Department of Educomp Solutions**

**Ltd immediately.**

**d) SIM card is property of the organization and holds every right to withdraw or terminate the same**

**e) Any legal issues arising will be my responsibility.**

**f) At the time of exit from the organization, the SIM card should be returned to the IT department as a part of clearance.**

**Employee Name & Signature Reporting Manager Name & Signature**

**Date :**