

Musharraf Ali [External]

From: Musharraf Ali
Sent: Tuesday, June 16, 2020 1:47 PM
To: Chandan Sarkar, Noida
Cc: Sushil Sharma, HCL BSERV; Shailja Kalia; Rahul Gupta - ERS, HCL Tech; Jagat Singh Rawat
Subject: Re: Admin Asset Issuance: A request has been approved for Data Card # REQ-76048

Hi Chandan,

As we discussed yesterday Airtel Wifi data card was not working in my system, so I have changed with Airtel 4G data card. Now I am using Airtel 4G data card (7042721089).

So I requested to you please update Airtel Wifi data card to Airtel 4G data card (7042721089).

Warm Regards
Musharraf Ali

From: Chandan Sarkar, Noida <chandan.sarkar@hcl.com>
Sent: Monday, June 15, 2020 4:49 PM
To: Musharraf Ali <musharraf.ali@hcl.com>
Cc: Sushil Sharma, HCL BSERV <Sushil.Sharma@hcl.com>; Shailja Kalia <shailja.k@hcl.com>; Rahul Gupta - ERS, HCL Tech <G_Rahul@hcl.com>; Jagat Singh Rawat <Jagat.Rawat@hcl.com>
Subject: RE: Admin Asset Issuance: A request has been approved for Data Card # REQ-76048

Hi Musharraf,

The following Airtel Wifi data card has been issued to you against request # **REQ-76048**, Kindly acknowledge for the same.

| Card Number | SIM Number | User Name | SAP ID | Dept/OMC/.Project | Location | Project Code |
|-------------|----------------------|--------------------------------|------------------------|----------------------------|--------------------|--------------|
| 8448301488 | 8991101906278043268U | Rahul Gupta (Musharraf Ali) | 51310756 (51863107) | Digital Delivery Analytics | Noida-Sec-60, A8-9 | I/16011 |

TERMS AND CONDITIONS

1. This data card is being issued only for the official use. You are not expected to use the card for any personal data download / upload.
2. You are solely responsible for the Data Card if misused.
3. The Monthly recurring expenditure would be **INR 225/-** (Monthly rental), where 20 GB data download/ upload is free & beyond that data card not work. Billing period is 3rd to 2nd on every month.
4. Bill Payment: Admin team will settle monthly billing of data card issued.
5. At the time of separation/ transfer ----Individual User should handover the data card back to Administration only and not to anyone else and inform to data card team and raise a surrender request in (MYHCL >> Admin Asset Issuance >> Surrender request). Once it is updated in current month then user can raise BB claim from next month's onwards.

6. Please ensure that there is no physical damage or loss to the Data Card. Kindly inform Administration team immediately if the data card is lost so that the services can be deactivated.

7. The data card is under one year lock-in period. In case the data card gets deactivated within one year due to any circumstances or lost/ damage caused to it by the user then the data card hardware cost **INR 2000/-** has to be paid to the service provider and the same will be debited to the Project/Department or the individual's salary account case to case basis.

8. The liability of judicious usage of the Data card lies with the respective user only to whom this is assigned for meeting out business requirement of the organization

9. Pls do not share your data card with your colleagues due to security reasons, If you are going to issue someone from your team/ colleagues then share his/ her details with us to update our records.

10. If data card not used for last 3 months then same will be deactivated without prior notice.

Thanks & Regards,
Chandan Sarkar

Communication – Data Card Team

HCL Technologies Limited

First Floor, Data Card Room

A-8 & 9, Sec-60 Noida 201301(U.P.)

Tel: +91-120 6754000 EXTN:-7384528



Note: always mention Data card number / Request number on subject line.

From: eis_wfapps@hcl.com <eis_wfapps@hcl.com>

Sent: Monday, June 15, 2020 4:22 PM

To: Chandan Sarkar, Noida <chandan.sarkar@hcl.com>; Rajpal Chauhan <chauhan.rajpal@hcl.com>

Cc: Sushil Sharma, HCL BSERV <Sushil.Sharma@hcl.com>; Shailja Kalia <shailja.k@hcl.com>; Rahul Gupta - ERS, HCL Tech <G_Rahul@hcl.com>

Subject: Admin Asset Issuance: A request has been approved for Data Card

Importance: High

This is an Auto Generated Mail. Please do not reply to this mail

Admin Asset Issuance Application



Dear Facility Incharge/TP,

Following Data Card request for **RAHUL GUPTA (51310756)** has been approved, by Central Admin which requires your necessary action as per following stated comments.

| | |
|-----------------------------------|--------------------------------------|
| Request Number | REQ-76048 |
| Classification | Customer Project Specific - Built In |
| Project Detail/Cost Center | I160119 |
| Item Name | Data Card |
| Created on | 15-Jun-2020 12:47 PM |
| Comment | ok |
| Action Taken By | SUSHIL SHARMA(40130151) |
| Action Date | 15-Jun-2020 04:22 PM |

Guidelines/Process

- HCL's provided data cards are for business use only and will be issued only upon approvals as per the workflow process.
- Missing Data Card or any physical damage of the allotted items will be charged to the user through payroll or at the assigned project, as appropriate.
- Devices re-assigned without authorization are subject to immediate suspension or cancellation without prior notification.
- It must be returned to the local facility's Admin team with all accessories. If user wants to return data card to the Admin, then s/he has to raise a surrender request in AAI for Asset return.
- If user wants to transfer his/her data card to a project colleague then the new user has to raise ticket in AAI and the existing user will have to raise a surrender ticket for Asset return.
- All requests for new or replacement of the data card must be made using application form. One request per user is to be submitted.
- All defective, temporary or non-functional devices has to be returned to Admin team at Employee's respective location.
- Any changes pertaining to project/ Department shall get effective from the next billing cycle to get the cost charged to the new project/ Department.
- There are no exceptions to this rule.

Kindly [Click Here](#) for any further necessary action.

**Thanks & Regards,
Admin Asset Issuance (AAI) Administrator**



In case of any issues/queries, you can raise an SSD ticket

www.hcl.com

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