**General Workstation & Equipment Queries:**

1. **What is the process for requesting a new workstation or equipment?**
   * **Ask your direct manager, who will raise a request with the concerned department.**
2. **How long does it take to receive my requested equipment?**
   * **It depends on what has been requested and the availability.**
3. **What should I do if my workstation is not set up correctly?**
   * **Raise a ticket with the IT department, and they will resolve the issue.**

**Equipment Issues & Maintenance:**

1. **What should I do if my laptop/PC is not working?**
   * **Raise a ticket with the IT department and inform your direct manager.**
2. **Who should I contact for IT support regarding my workstation?**
   * **Raise an IT ticket, and they will handle it.**
3. **How do I report a damaged or faulty device?**
   * **Report it to your direct manager, who will escalate it to the concerned department.**

**Equipment Ownership & Responsibility:**

1. **What happens if I accidentally damage my equipment?**
   * **An investigation will be conducted to assess the damage. Depending on the findings, a deduction may be applied to your next salary.**
2. **Can I take my laptop or other equipment home for remote work?**
   * **No, unless requested by your direct manager. In such cases, you must sign a formal letter issued by the IT department.**
3. **What should I do with my equipment when I resign or change departments?**
   * **Hand it over to the HR and IT departments.**