

DECLARATION CUM UNDERTAKING

Date:

Mr/Ms _____ working at NMICPS TiHAN Foundation C/o IIT
Hyderabad as _____ has been issued a company laptop/desktop/if
any other device with the following specifications:

Device Name :

Make :

Model :

Sl No. :

Date of Issue :

Purchase order No/ If any other reference No:

Authorized Signature of Issuing Authority:

Date:

The laptop/desktop/if any other device has been issued to the said individual with the below
mentioned understanding:

- The laptop/desktop/if any other device issued is for solely official purpose.
- The employee shall be fully accountable for damage of the property.
- The laptop/desktop/if any other device should be returned to NMICPS TiHAN Foundation office in case of leaving the organization or if they do not intend to use it for any reason.
- The employee shall be liable to replace or pay an equivalent amount to the organization in case of damage to the property. The organization retains the right to deduct the same from the salary in case of such an event.

I, _____, have read and understood the terms and conditions
laid by NMICPS TiHAN Foundation and declare to abide by them.

Signature:

Name of the Employee:

Employee ID:

Phone Number:

Email:

Location of Asset:

