**DECLARATION CUM UNDERTAKING**

Mr./Mrs./Ms.…………….……………………………………. working at …………………………………………… as.……………………….…………………has been issued a company asset with the following specification.

**Asset Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Asset Type** | **Asset Model (Configuration)** | **Asset ID** | **Condition of Asset** | **Date of Issue** |
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**Employee Details:**

Name:   
Department:   
Employee ID:   
Date of Undertaking:

**The laptop has been issued to the said individual with the below mentioned guidelines:**

* The laptop issued is for solely official purposes.
* The employee shall be fully accountable for theft, loss or damage of the property.
* The laptop requisition form has to be signed before taking possession of the laptop.
* Employees can mention necessary specifications needed for their job function before taking over from the Systems Admin Department.
* Any additional software\hardware required by the employee (before or after taking handover) should be clearly communicated through mail to the Systems Admin Department.
* Management is at the sole discretion on approving such requests.
* In case of any malfunction, employees are required to report the same to the Systems Admin Department/ HR Department.
* Employees may not take the laptop for repair to any external agency or vendor at any point of time.
* The laptop should be returned to the Systems Admin Department/HR Department 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 theft, loss or damage to the property. The organization retains the right to deduct the same from the salary in case of such an event.

**DECLARATION**

I agree to utilize the assigned assets exclusively for official purposes, adhering to the company's policies and guidelines. I undertake to exercise due care in ensuring the security and proper functioning of the assigned assets, promptly reporting any damage, loss, or malfunction to the appropriate department.

Upon the termination of my employment or at the company’s request, I agree to return the assets in good condition, acknowledging that normal wear and tear is expected. I acknowledge responsibility for any loss, damage, or theft resulting from negligence, misuse, or failure to comply with company policies. In cases of theft, loss, or damage to company property, I agree to replace the items or reimburse the organization for an equivalent amount. The organization reserves the right to deduct such costs from my salary in the event of any of the aforementioned occurrences.

Furthermore, I agree not to transfer, assign, or loan the assets to any other individual or entity without prior written consent from the company. Such a request is approved at the sole direction of management. Any violation of these terms may result in disciplinary action, including reprimand, suspension, or termination of employment.

I, …………………………………….., have read and understood the terms and conditions laid by………………………………………………………………………………………………………. and declare to abide them.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Issuing Authority Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_