

## **ASSET ISSUE LETTER**

### **AKNOWLEDGEMENT CUM UNDERTAKING FOR UNIVERSITY ASSETS.**

<b>NAME :</b>		<b>MOB-</b>
<b>DESIGNATION:</b>		<b>EMP ID-</b>
<b>1.</b>	<b>Assets Details</b>	
a)	Make	
b)	Model No.	
c)	Salient Features	
<b>2.</b>	<b>Purpose of Issuing</b>	
a)	Official	
b)	Official Cum Personal	
c)	Personal	
<b>3.</b>	<b>Duration</b>	

#### **CONDITIONS FOR USE:**

- The University property shall be returned as and when demanded.
- University properties shall not be held up by the user in whose name it has been issued under any circumstances or reason whatsoever and the University shall be free to recall the same as had been issued in faith for the University's or personal use any time.
- **Repairs:** Any repair work required to be done on the issued asset has to be informed to the department concerned and shall be done by the University's authorized repair agency or service center.
- **Loss:** Any loss partial or total must be reported immediately with details in writing for insurance purposes. Intentional losses of the property shall be recovered from the person concerned.
- Any lending by the user of the University property shall not be allowed without written permission of the University.
- University shall mean its Managing Director or any of its Directors.
- University property shall include vehicles, laptops, mobile phones, briefcases, workstations or any other valuables coming to the hands of the university employees.

- **DECT.**
- **ISSUE SLIP**

- ITEM NAME :
- RECIPIENT NAME :
- DESIGNATION :
- DEPARTMENT :
- APPROVED BY :
- AUTHORISED :
- PURPOSE OF ISSUE :

**DATE :**

**IT HEAD**

**SIGNATURE**