

Annexure 1

Request: _____

Date: __/__/____

To
The HR
SGT UNIVERSITY
Gurgaon

ASSET REQUISITION REQUEST

- Employee Name: _____
- Employee Code: _____
- Designation: _____
- Department: _____

The above employee may please be issued the following Asset for official purpose

S. No.	Asset	Please tick the asset required	Asset Specification	A brief justification by the HOD	Remarks
1	SIM Card				
2	Mobile		Handset Eligibility _____		Self-Purchase _____ To be issued internally _____
3	Laptop				
4	Any Other				

Signature of the employee: _____ Signature of the Reporting Manager: _____ Name: _____	Signature and stamp of HOD: _____ Name: _____
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AGREEMENT FOR THE ASSETS

This agreement is made and signed on Day ofat Gurgaon containing additional terms as agreed

AND

Mr/Ms/Mrs.....S/O/D/O.....Residence.....
..... is treated as an individual.

Whereas SGT UNIVERSITY Term used as "SGT UNIVERSITY" is providing an individual with a laptop/Data card/ Mobile/SIM Card for official purposes.

Now, in consideration of the use of the assets, the employee covenants as here under.

- ❖ I undertake to use the asset only for the business of SGT UNIVERSITY and shall not use it for any unlawful or prohibited purpose.
- ❖ I undertake not to load/ use any unauthorized data in the course of the use of the asset.
- ❖ I undertake to always take proper and reasonable care of the asset and shall not misuse the same and take all necessary and adequate safeguards to protect the assets of SGT UNIVERSITY.
- ❖ I agree that the asset shall always be the property of SGT UNIVERSITY and that I will not have any right or interest in the said asset except using such asset during my employment with SGT UNIVERSITY or for such duration as may be decided by SGT UNIVERSITY. Provided that SGT UNIVERSITY will have the right to take back the asset at any time it deems fit without assigning any reason for the same.
- ❖ I agree not to mortgage/ line or otherwise create any charges/ encumbrances on the said asset of SGT UNIVERSITY, whether present or future, and will not, under any circumstances, pass off the asset as my own. I further agree to return the asset on termination of my services or on leaving the services of SGT UNIVERSITY, for any reason whatsoever.
- ❖ I agree that in the event of any loss/ damage to the asset, I will immediately lodge an FIR and submit the original copy to HR.
- ❖ I agree that in case of the loss of the asset- be it on or off University Premises, due to negligence of the employee-user, the University will recover the cost of the asset from the employee-user. It is the University's discretion to impose further penalties on account of the loss of sensitive University information.
- ❖ In the event of any loss/ damage to the asset, I agree to provide all necessary information and assistance to SGT UNIVERSITY to enable it to claim the insurance amount from the Insurance company.
- ❖ I agree to submit myself to a random audit by SGT UNIVERSITY, to check the physical presence as well as the functional usability of the assets.
- ❖ I undertake to maintain secrecy and confidentiality, always, concerning all the data and information relating to SGT UNIVERSITY and or used about my employment with SGT UNIVERSITY, contained in the asset, whether past, present or future, in whatever form.

- ❖ I agree to defend and indemnify SGT UNIVERSITY against and hold SGT UNIVERSITY harmless from any claims, damages losses, and expenses of any kind arising from or connected with the use of assets.
- ❖ The term of this agreement will be effective till the last day of working in the organization.
- ❖ In case of any difference/ dispute arising out of or in connection with the use of the asset or the terms and conditions of this agreement, the same will be referred to the Registrar for decision on the matter.
- ❖ In case of my leaving the employment or being terminated for any reason, I will hand over the asset to SGT UNIVERSITY in good condition failing which SGT UNIVERSITY is authorized to file legal action or penalty against me.
- ❖ The equipment will always remain SGT UNIVERSITY's property.

I acknowledge that I have read and understood the University's policy, guidelines, terms, and conditions for issuing SIM, mobile phones, storage equipment & laptops and further agree to abide by them.

Details of the asset are attached as Annexure.

Agreement accepted on: ____/____/____

Agreement accepted by: _____

(Signature)

DELIVERY NOTE

Description of the Asset

Make & Model No.

Serial No
.....

Configuration

RAM:

Harddisk:

Processor & Generation:

Additional Accessories

Check list: -

Power cord Yes ☐ No ☐

Power Adaptor Yes ☐ No ☐

Laptop Carry Bag Yes ☐ No ☐

Windows (Version)

Office (Version)

antivirus (version)

Old Data Yes ☐ No ☐

Network Connectivity Yes ☐ No ☐

E-mail, Outlook, Internet configuration Yes ☐ No ☐

Contacts Configuration Yes ☐ No ☐

Signature Configuration Yes ☐ No ☐

I have received all the above-stated items and I am satisfied with their working condition.

Date:

Signature:

Name:

