

Dated:

Employee Laptop/Monitor Agreement

THIS AGREEMENT is between:

Party 1:

Caelius Consulting IT Services Pvt. Ltd # 627, Tower A, Bestech Business Towers, Sector 66, SAS Nagar, Mohali (Punjab - 160059)

Party 2:

Employee Name	Ravinder Singh Aswal	Employee ID	CCIT/06_22/383
Designation	Sr. UI/UX Designer	Place of Issue	Mohali

This letter shall set forth our understanding and agreement with respect to the issuance of Laptop/Monitor by Caelius Consulting IT Services Pvt. Ltd (hereinafter the "Company").

The Company is pleased to provide you the Laptop for **official use** on following terms and conditions:

- The employee named above shall be responsible for this equipment at all times. The employee is responsible for taking reasonable precautions to secure the laptop/Monitor in such a manner that it will not be subject to theft or damage. Loss, theft or damage to this Laptop/Monitor must be reported to the employee's supervisor and HR/IT Department.
- Employees may elect to provide a police report indicating the cause of the loss, theft or damage to the laptop/Monitor to the Company. If a police report is not provided, then the employee is liable for the full replacement value of the laptop/Monitor.
- The employee is responsible for maintaining the confidentiality of any data stored or accessed on this laptop/Monitor. This laptop/Monitor must be secured by a password at all times.
- The employee must be a sole user of the Laptop/Monitor. Sharing of Laptop/Monitor with other employees or family members is strictly prohibited.

The employee has received the following equipment: Laptop,/Monitor Power Cord and Carrying case. He/she agrees that the equipment is in good working order at the initiation of the agreement period. If the employee resigns all equipment must be returned to the HR/IT Department.

The Company reserves the right to vary the terms and conditions contained in this Agreement. The Company will notify you in writing within one month of such variation

Issued Laptop Monitor Details

Serial Number	PG02PSD2
Company Make	Lenovo
Date of Issuance	08-June-2022
Other Accessories	Mouse
Power Cord	Yes
Laptop Bag	No

DECLARATION

I understand that the Laptop and/or other accessories that the Company has provided to me are the property of Caelius Consulting IT Services Pvt. Ltd. I understand that I will report any damage, loss, or theft of the laptop/monitor computer to the HR/IT Team within 24 hours of the incident.

Additionally, I understand that I am personally responsible for any damage, theft or loss of the Laptop computer and/or related equipment and accessories due to negligence. I understand that a violation of the terms and conditions set out in the Employee Laptop Agreement will result in the restriction and/or termination of my use of Company Laptop, and may result in further disciplinary action and including termination of employment and/or legal action thereof.

I have read and understood the above terms and conditions of the Employee Laptop/Monitor Agreement. I hereby accept the above-mentioned terms and conditions, and undertake to abide by them while I remain in the employment of the Company.

Employee Name
Ravinder Singh Aswal

Employee Signature
Ravinder

Authorized Signatory

Date 09-June-2022