

**National Council for Vocational Education and Training
Ministry of Skill Development and Entrepreneurship**

Undertaking for Issuance of NCVET Laptop for official work

I,, engaged as, with National Council for Vocational Education and Training, hereby acknowledge receipt of the laptop and related accessories detailed below:

Laptop Make & Model	
Asset Number	
Adaptor/Charger	
Keyboard	
Mouse & Mouse Pad	
Any other accessory	
Date of Issue	

2. I hereby undertake, agree, and affirm that:

- i. The laptop and accessories issued to undersigned are the exclusive property of NCVET
- ii. The laptop shall be used strictly for official and authorized office purposes only.
- iii. I shall exercise due care and diligence in safeguarding the laptop against loss, theft, damage, misuse, or unauthorized access.
- iv. I shall not install, copy, or use any unauthorized software, nor shall I alter system configurations without prior approval from the Admin/IT Department, NCVET.
- v. I shall immediately report any loss, theft, malfunction, or security breach to the IT/Admin Department, NCVET.
- vi. If any loss, theft, or damage happens, undersigned will immediately inform Admin/IT Division and agree to pay the NCVET the cost of repairing or replacing the item, as decided by the Administration/IT Department, NCVET.
- vii. Upon cessation of employment or upon demand by the NCVET, I shall return the laptop and all accessories in working condition, same as was issued to the undersigned.
- viii. The NCVET reserves the right to recover the cost of the laptop and accessories from my salary, final settlement, or other dues in case of failure to return the asset.

3. I confirm that I have read, understood, and agree to abide by the terms stated above.

Employee Signature:

Employee Name:

Date:

Name & Designation of Authorized Signatory (Admin):

Signature:

Date: