**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Sanjay Dhawan**

**Employee Code :** **700123**

**Department : Assistant Manager,**

**Project : SCM**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 02/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop : 970BDQ2**

**Data Card :**

**Asset Identification Code :** **11001579**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
2. In case of loss/ damage of laptop, the employee must inform to IT department immediately and also provide the proper FIR in case of stolen to avoid any misuse/filing of Insurance claim in respect to the asset.
3. The asset should be kept in proper manner.
4. The asset identification code sticker can’t be removed in any circumstances.

HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Hemchandra Mandal (Md Abul Heyat Quadri 701220)**

**Employee Code :** **400295,**

**Department : Engineer,**

**Project : JCNL Turnkey**

**Posting place : Talent pull, HFCL, Jharkhand**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 03/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 5490, CTO**

**Serial No. of laptop : B26L8S2**

**Data Card :**

**Asset Identification Code :** **11001671**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Vikas kumar Yadav (Md Abul Heyat Quadri 701220)**

**Employee Code :** **400635**

**Department : Engineer,**

**Project : JCNL Turnkey**

**Posting place : Talent pull, HFCL, Jharkhand**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 03/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 5490, CTO**

**Serial No. of laptop : 8R2D8S2**

**Data Card :**

**Asset Identification Code :** **11001692**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Shiv Charan**

**Employee Code :** **701361,**

**Department : Senior Engineer,**

**Project : Defence Communication(Defence Products)**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 07/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell precision 3541 CTO**

**Serial No. of laptop : F8265Y2**

**Data Card :**

**Asset Identification Code :** **11001891**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Bharat Datt**

**Employee Code :** **700762**

**Department : Assistant Manager**

**Project : SCM - OFC**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 07/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop : 3L32FP2**

**Data Card :**

**Asset Identification Code :** **11001412**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Alok Singh1**

**Employee Code :** **701374,**

**Department : Assistant Manager**

**Project : Railways (China Rail)**

**Posting place : HFCL, Allahabad**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 07/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G3 Part-T9R88PA**

**Serial No. of laptop : 5CD6311GRS**

**Data Card :**

**Asset Identification Code :** **11000972**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Suyash Kumar Jha**

**Employee Code :** **700574**

**Department : Senior Manager**

**Project : Business Development**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 07/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **C925DQ2**

**Data Card :**

**Asset Identification Code :** **11001501**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Anuj Mago (HFCL)**

**Employee Code :** **701366,**

**Department : Associate VP**

**Project : Telecom-Product Sales**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 08/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **181N1W2**

**Data Card :**

**Asset Identification Code :** **11001633**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Omveer Singh**

**Employee Code :** **701375,**

**Department : Engineer,**

**Project : Defence Projects(GOFNMS)**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 08/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G2 Part-T5L41PA**

**Serial No. of laptop :** **INA543SJT7**

**Data Card :**

**Asset Identification Code :** **11000614**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Ravi Gupta**

**Employee Code :** **700798,**

**Department : Assistant Manager,**

**Project : Project Execution**

**Posting place : HFCL, Mumbai**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 08/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **C71N1W2**

**Data Card :**

**Asset Identification Code :** **11001622**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Abhishek Pandey**

**Employee Code :** **700716,**

**Department : Engineer,**

**Project : Telecom BD,**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 15/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **6B0BDQ2**

**Data Card :**

**Asset Identification Code :** **11001587**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Vikash Tiwari**

**Employee Code :** **701377**

**Department : Senior Manager**

**Project : Railways – China Rail**

**Posting place : HFCL, Mughalsarai**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 23/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **671N1W2**

**Data Card :**

**Asset Identification Code :** **11001625**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Pankaj Madan**

**Employee Code :** **700207**

**Department : Senior Engineer**

**Project : CRM**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 24/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **54BYXQ2**

**Data Card :**

**Asset Identification Code :** **11001449**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Bimlesh Kumar Pathak**

**Employee Code :** **700255**

**Department : Assistant Engineer**

**Project : CRM**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 24/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **9TGRLT2**

**Data Card :**

**Asset Identification Code :** **11001815**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Kanika

**Employee Code :** 701378

**Department :** Deputy Manager

**Project :** Defence Projects - GOFNMS

**Posting place : HFCL,** Gurgaon

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 28/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **B7BYXQ2**

**Data Card :**

**Asset Identification Code :** **11001442**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Satyam Tiwari

**Employee Code :** 701379

**Department :** Senior Engineer

**Project :** Telecom BU – IPMPLS

**Posting place : HFCL,** Gurgaon

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 28/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **451N1W2**

**Data Card :**

**Asset Identification Code :** **11001627**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Mirza Faisal Beg

**Employee Code :** 701380

**Department :** Senior Engineer

**Project :** Railways – China Rail

**Posting place : HFCL,** Mughal Sarai

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 27/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **D81N1W2**

**Data Card :**

**Asset Identification Code :** **11001621**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Abhishek Goyal

**Employee Code :** 701381

**Department :** Assistant Manager

**Project :** Telecom BU – WiFi Development

**Posting place : HFCL,** Haryana

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 28/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **HJ32FP2**

**Data Card :**

**Asset Identification Code :** **11001318**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
2. In case of loss/ damage of laptop, the employee must inform to IT department immediately and also provide the proper FIR in case of stolen to avoid any misuse/filing of Insurance claim in respect to the asset.
3. The asset should be kept in proper manner.
4. The asset identification code sticker can’t be removed in any circumstances.

HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Anuj Kumar Jain

**Employee Code :** 700226,

**Department :** Plant Head

**Project :** Plant Head

**Posting place : HFCL,Solan**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 28/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **4TGRLT2**

**Data Card :**

**Asset Identification Code :** **11001753**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Anuj Kumar Jain

**Employee Code :** 700226,

**Department :** Plant Head

**Project :** Plant Head

**Posting place : HFCL, Solan**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 28/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **5WGRLT2**

**Data Card :**

**Asset Identification Code :** **11001777**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Priyank Mishra

**Employee Code :** 700621

**Department :** Deputy Manager

**Project :** Infrastructure

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 28/01/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **5B1N1W2**

**Data Card :**

**Asset Identification Code :** **11001626**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Robin Roy

**Employee Code :** 701385

**Department :** Manager

**Project :** WDFC-II

**Posting place : HFCL,Rewari**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 05/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **D7PHDX2**

**Data Card :**

**Asset Identification Code :** **11001718**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Varun Kapur

**Employee Code :** 70138

**Department :** Manager

**Project : Wi**-Fi Development

**Posting place :** **HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 05/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **8XVHDX2**

**Data Card :**

**Asset Identification Code :** **11001724**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Tarun Kalra

**Employee Code :** 700579,

**Department :** Associate Vice President

**Project :** Chairman’s Office

**Posting place :** **HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 05/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **CTGRLT2**

**Data Card :**

**Asset Identification Code :** **11001804**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Manish Sehgal

**Employee Code :** 701399

**Department :** DGM

**Project :** Defence Projects - GOFNMS

**Posting place :** **HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 11/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **J6PHDX2**

**Data Card :**

**Asset Identification Code :** **11001711**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Ashok Prajapati (Waseem Arif 701171)

**Employee Code :** 400596

**Department :** Technician,

**Project :** GOFNMS/DWDM

**Posting place :** **HFCL, Gujarat**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 11/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G3 Part-T9R88PA**

**Serial No. of laptop :** **5CD6115KK9**

**Data Card :**

**Asset Identification Code :** **11000946**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Sandeep Meshram (Waseem Arif 701171)

**Employee Code :** 400643

**Department :** Technician,

**Project :** GOFNMS/DWDM

**Posting place :** **HFCL,Nasik**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 11/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G3 Part-T9R88PA**

**Serial No. of laptop :** **5CD6097GXJ**

**Data Card :**

**Asset Identification Code :** **11000163**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Pamandeep Singh Walia

**Employee Code :** 701402,

**Department :** AGM,

**Project :** Telecom WIFI Development

**Posting place :** **HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 11/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** 7VGRLT2

**Data Card :**

**Asset Identification Code :** **11001773**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Manoj Saxena

**Employee Code :** 81000

**Department :** Executive

**Project :** Finance

**Posting place :** **HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 11/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** DQVHDX2

**Data Card :**

**Asset Identification Code :** **11001717**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Arup Dutta

**Employee Code :** 701403

**Department :** Manager

**Project :** Defence Projects - GOFNMS

**Posting place :** **HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 18/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** 7PVHDX2

**Data Card :**

**Asset Identification Code :** **11001729**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Vijay Singh Chauhan

**Employee Code :** 701061,

**Department :** Senior Executive, Corporate-SCM

**Project :** SCM

**Posting place :** **HFCL, Tundla**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 18/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** 2NVHDX2

**Data Card :**

**Asset Identification Code :** **11001736**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Naresh Bhan (Rohit Garg 700873)**

**Employee Code : 400650,**

**Department : MIS Coordinator,**

**Project : Telecom MPLS**

**Posting place :** **HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 25/02/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** 7RX1FP2

**Data Card :**

**Asset Identification Code :** **11001365**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Vikram Bhadoriya (Robin Roy 701385)**

**Employee Code : 400396,**

**Department : Engineer,**

**Project : WDFC Turnkey,Talentpull**

**Posting place :** **HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 02/03/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** JTX1FP2

**Data Card :**

**Asset Identification Code :** **11001308**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Ashutosh Raj Sahu**

**Employee Code : 701411**

**Department : Senior Engineer**

**Project : Telecom BU-Wifi Development**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 02/03/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** G3PHDX2

**Data Card :**

**Asset Identification Code :** **11001716**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Amit Kumar Jha**

**Employee Code : 701410**

**Department : Assistant Manager**

**Project : Telecom BU- IP MPLS**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 02/03/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** 77PHDX2

**Data Card :**

**Asset Identification Code :** **11001731**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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3. The asset should be kept in proper manner.
4. The asset identification code sticker can’t be removed in any circumstances.

HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Asit Kumar Kundu**

**Employee Code : 701409**

**Department : Manager**

**Project : Telecom BU- IP MPLS**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 02/03/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** 96PHDX2

**Data Card :**

**Asset Identification Code :** **11001723**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Sandeep Kumar**

**Employee Code : 701408**

**Department : Senior Executive**

**Project : Telecom BU-Wifi Development**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 02/03/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** GMVHDX2

**Data Card :**

**Asset Identification Code :** **11001715**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Karunakaran Mohan**

**Employee Code : 701406,**

**Department : Engineer,**

**Project : Defence Projects-GOFNMS**

**Posting place : HFCL, Coimbatore**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 02/03/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** 27PHDX2

**Data Card :**

**Asset Identification Code :** **11001737**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Vijay Prajapati (**Dev Nandan Das 700592)

**Employee Code :** **400147**

**Department : Senior Executive**

**Project : WDFC**

**Posting place : HFCL, Gujrat**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 11/03/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** B3PHDX2

**Data Card :**

**Asset Identification Code :** **11001721**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Priyank Agarwal**

**Employee Code :** **701414,**

**Department : Senior Manager,**

**Project : Defence Projects – GOFNMS**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 11/03/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3480, CTO**

**Serial No. of laptop :** DMRW6L2

**Data Card :**

**Asset Identification Code :** **11001266**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Pritam Singh (Sunil Kulshrestha 700512)**

**Employee Code :** **105824,**

**Department : Consultant**

**Project : Defence Projects – GOFNMS**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 19/03/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3480, CTO**

**Serial No. of laptop :** 5MRW6L2

**Data Card :**

**Asset Identification Code :** **11001274**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Yotesh Sharma**

**Employee Code :**

**Department : Sales Head, Sr. Vice President**

**Project : Telecom BU**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :04/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **HSGRLT2**

**Data Card :**

**Asset Identification Code :** **11001793**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Ankur Chaudhry**

**Employee Code :** **701448**

**Department : Asst. Manager**

**Project : Telecom-wifi development**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :11/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **BSGRLT2**

**Data Card :**

**Asset Identification Code :** **11001813**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Rishi Kumar Sharma

**Employee Code :** **701449**

**Department : DGM**

**Project : Telecom-IPMPLS**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :11/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **5TGRLT2**

**Data Card :**

**Asset Identification Code :** **11001779**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Arpit Bajpai**

**Employee Code : 701447**

**Department : Engineer**

**Project : EDFC**

**Posting place : HFCL, Tundla**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :11/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G4 Part-T9R88PA**

**Serial No. of laptop : 5CD7299770**

**Data Card :**

**Asset Identification Code : 11001131**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Raman Kumar Trivedi**

**Employee Code :** **701423,**

**Department : DGM**

**Project : Telecom-wifi development**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :12/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **9VGRLT2**

**Data Card :**

**Asset Identification Code :** **11001814**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Sanjay Kumar (MIS)**

**Employee Code : 701450**

**Department : MIS Coordinator**

**Project : Telecom-NFS MW**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :14/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G4 Part-T9R88PA**

**Serial No. of laptop :** **5CD7150XHS**

**Data Card :**

**Asset Identification Code :** **11001079**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Akshat Srivastava**

**Employee Code : 701451**

**Department : Manager**

**Project : Railways –Dhaka Metro**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :15/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **DTGRLT2**

**Data Card :**

**Asset Identification Code :** **11001801**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Devender Kumar**

**Employee Code : 701452**

**Department : President & Chief Delivery Officer**

**Project : Corporate**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :18/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** FVGRLT2

**Data Card :**

**Asset Identification Code :** **11001797**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Mannem Nagendra Babu**

**Employee Code : 701458**

**Department : Sr. Engineer**

**Project : Telecom –Wi-Fi Development**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :22/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop : JTGRLT2**

**Data Card :**

**Asset Identification Code :** **11001789**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Omprakash Das**

**Employee Code : 700301**

**Department : Senior Engineer**

**Project : SCM**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :25/05/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G4 Part-T9R88PA**

**Serial No. of laptop : 5CD7150XHR**

**Data Card :**

**Asset Identification Code : 11001080**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Abhishek Verma**

**Employee Code :** **701461**

**Department : Sr. Software engineer**

**Project : Telecom –Wifi Development**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 03/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **3TGRLT2**

**Data Card :**

**Asset Identification Code :** **11001705**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Kishun Singh**

**Employee Code : 701462**

**Department : Engineer,**

**Project : Defence Project - DWDM**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 03/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3440, CTO**

**Serial No. of laptop :** **5X6R932**

**Data Card :**

**Asset Identification Code :** **11000069**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Udit Kumar

**Employee Code :** 701463

**Department :** Assistant Manager

**Project :** Defence Products

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 03/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G3 Part-T9R88PA**

**Serial No. of laptop :** **5CD636416M**

**Data Card :**

**Asset Identification Code :** **11000575**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Aatish Kumar**

**Employee Code : 701460**

**Department : Assistant Manager**

**Project : Defence Products**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 03/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **FNX1FP2**

**Data Card :**

**Asset Identification Code :** **11001332**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**– IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Amit Rana

**Employee Code : 701459**

**Department : Assistant Manager**

**Project : Defence Products**

**Posting place : HFCL, Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 04/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G3 Part-T9R88PA**

**Serial No. of laptop :** **5CD6115KK2**

**Data Card :**

**Asset Identification Code :** **11000939**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Ranjit Tater**

**Employee Code : 700060**

**Department : Manager**

**Project : Finance**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 05/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop :** **1WGRLT2**

**Data Card :**

**Asset Identification Code :** **11001658**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name : Kishan Nimeshkumar Shukla**

**Employee Code : 701298,**

**Department : Graduate Engineer Trainee,**

**Project : Corporate**

**Posting place : HFCL, Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue : 08/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** **CTX1FP2**

**Data Card :**

**Asset Identification Code :** **11001341**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Arpit Bajpai**

**Employee Code : 701447**

**Department : Engineer**

**Project : EDFC**

**Posting place : HFCL, Tundla**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :09/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G4 Part-T9R88PA**

**Serial No. of laptop : 5CD7020ZHV**

**Data Card :**

**Asset Identification Code : 11001031**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

1. **I Received A laptop owned and issued by M/s. HFCL Limited. In doing so, I.do in fact understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it, while using this laptop device I will not any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T. consent, or lend laptop to friends or family members. This facility is provided purely for official purposes. By Signing this document, I am accepting and agreeing to the terms of use for this laptop**
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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Arunesh Bhargav**

**Employee Code : 701464**

**Department : Assistant Manager**

**Project : Telecom – Wifi Development**

**Posting place : HFCL,** **Bangalore**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :09/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3400, CTO**

**Serial No. of laptop : 8VGRLT2**

**Data Card :**

**Asset Identification Code : 11001771**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Ram Nivas Sharma**

**Employee Code : 701435,**

**Department : Sr.Executive,**

**Project : CRM**

**Posting place : HFCL,** **Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :10/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop : 1PX1FP2**

**Data Card :**

**Asset Identification Code : 11001425**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** **Ankur Mishra1**

**Employee Code : 701421**

**Department : Sr Engineer**

**Project : GOFNMS**

**Posting place : HFCL,** **Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :10/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP 440 G4 Part-T9R88PA**

**Serial No. of laptop : 5CD7020ZHP**

**Data Card :**

**Asset Identification Code : 11001041**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Bhuvnesh Sachdeva

**Employee Code : 700791**

**Department : Vice President**

**Project : Wi-Fi Development**

**Posting place : HFCL,** **Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :10/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP IDS DSC i7-9750H 15v G5 BNBPC**

**Serial No. of laptop : CND0172LVJ**

**Data Card :**

**Asset Identification Code : 11001041**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Sanjay Kumar Singh

**Employee Code : 700794**

**Department : Deputy General Manager**

**Project : Project Execution**

**Posting place : HFCL,** **Gurgaon**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :10/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **HP IDS DSC i7-9750H 15v G5 BNBPC**

**Serial No. of laptop :** CND0172LVF

**Data Card :**

**Asset Identification Code : 11002039**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**Internal Memorandum to issue the Assets to Employees**

**To:**

**Employee Name :** Anurag Mehrotra

**Employee Code : 700861,**

**Department : Vice President,**

**Project : HRD**

**Posting place : HFCL,** **Delhi**

**From:**

**IT department : Sanjay Kumar**

**Date of issue :11/06/2020**

**Subject : Issue of laptop**

**Asset detail**

**Make of Laptop :** **Dell Latitude 3490, CTO**

**Serial No. of laptop :** 4VX1FP2

**Data Card :**

**Asset Identification Code : 11001381**

As per your request the aforesaid laptop/ data card is allocated to you please acknowledge the same.

Note;

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HO IT Department Received BY Mobile NO

(Sanjay Kumar) ( ) ( )

**HFCL – IT Department**

**INTERNAL MEMORANDUM TO ISSUE IT ASSETS TO EMPLOYEES**

**Employee Name :** Anurag Mehrotra

Employee Code : 700861,

Department : Vice President,

Project : HRD

Posting place : HFCL, Delhi

From:

**IT department : Sanjay Kumar**

Date of issue : 11/06/2020

**Subject : Issue of laptop**

**Asset detail**

Make of Laptop : Dell Latitude 3490, CTO

Serial No. of laptop : 4VX1FP2

Data Card :

Asset Identification Code : 11001381

**Declaration of Employee:**

I received a Laptop owned and issued by M/s. HFCL Limited. In doing so, I do, in fact, understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it. While using this laptop device, I will not involve any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T Deptt’s consent or lend laptop to friends or family members. This facility is provided purely for official purposes. By signing this document, I am accepting and agreeing to the terms of use for this laptop

**IT Department Received by Mobile No.**

(Sanjay Kumar) ( ) ( )

**Note:**

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**HFCL – IT Department**

**INTERNAL MEMORANDUM TO ISSUE IT ASSETS TO EMPLOYEES**

**Employee Name :** Gurvesh Nain

Employee Code : 701466

Department : Manager

Project : GOFNMS

Posting place : HFCL, Gurgaon

**IT department : Sanjay Kumar**

Date of issue : 12/06/2020

**Subject : Issue of Laptop**

**Asset detail**

Make of Laptop : Dell Latitude 3490, CTO

Serial No. of laptop : **6J32FP2**

Data Card :

Asset Identification Code : 11001372

**Declaration of Employee:**

I received a Laptop owned and issued by M/s. HFCL Limited. In doing so, I do, in fact, understand that I am solely responsible for this device until it is returned to the HFCL Limited I.T Department. While under my care, I acknowledge that any physical or accidental damage is my fault and I will be held accountable for it. While using this laptop device, I will not involve any acts of cyber terrorism/crime illegal activity, share any company information with unauthorized users, search for or watch explicit content, install any software without I.T Deptt’s consent or lend laptop to friends or family members. This facility is provided purely for official purposes. By signing this document, I am accepting and agreeing to the terms of use for this laptop

**IT Department Received by Mobile No.**

(Sanjay Kumar) ( ) ( )

**Note:**

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