

INBISCO India Private Limited

Corporate Identification No.: U15412TG2008PTC088936

Regd. Office Address : Survey No.58, Gundlapochampally Village, Medchal Mandal,
Ranga Reddy District, Hyderabad-500014, Telangana (India)

Phone No.: +91 40 23464035/36/040-49795949, Fax No.: +91 40 23464037

Website: www.inbiscoindia.com Email: info@inbiscoindia.com

Laptop Policy

1.0 Purpose

Laptop computers provide important functionality, allowing employees to have their computing resource at hand in meetings/workplace, and those who travel on business to be maximally functional and productive while away.

2.0 Scope

These procedures apply to all employees who use Company owned laptop. These individuals are hereinafter referred to as "caretakers". Each caretaker of a Company-owned laptop is responsible for the security of that laptop, regardless of whether the laptop is used in the office, at one's place of residence, or in any other location such as a hotel, conference room, car or airport.

3.0 Procedures

3.1 Requesting for a Laptop

Every employee who wishes to use the Laptop should request for the same and get the approval from the Department Head except those to whom the laptop is given on joining based on their Grade and designation. The IT Head, in turn, with the help of IT team will check the availability of Laptop and basing on the requirement of the user would release the Laptop for the employee use.

3.2 Registering a Laptop

Every laptop must have a caretaker. Each department that has a laptop(s) must have a sign out sheet indicating that has the laptop, the make, and model and inventory number. This information should be sent to IT team each time there is a change of the caretaker.

3.3 Laptops in Corporate Office

Laptops must be secured in a locked drawer when not in use, i.e. when you are not taking your laptop home or will be out of the office for a while.

3.4 Laptops Out of Corporate Office

When a caretaker takes the laptop out of his/her office, s/he is expected to keep the laptop in hand or sight, or in a secure and locked location, at all times. It is the total responsibility of the caretaker to handle the Laptop.

During the period, when the caretaker carries the Laptop with them the same should not be misused for the purpose of transferring the data on to other storage devices. If any caretaker were found malpractice, s/he would be liable for disciplinary action from the organization.



Unit 1: (Hyderabad)
Sy.No.58, Gundlapochampally(V),
Medchal Mandal,
Ranga Reddy District,
Hyderabad-500014, (TG)
(P) : (040) 23464035/36

Unit 2: (Ahmedabad)
Plot No. SM-9/5,
GIDC Sanand,
Phase-II, Ahmedabad,
Gujarat-382170
(P) : 02717-613400

New Delhi Branch
310, 3rd Floor,
Pearl Best Height-01,
Netaji Subhash Place,
Pitampura,
New Delhi-110 034
(P): (011)45138886

Kolkata Branch
40/6, 3rd Floor,
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Gariahat Road (South),
Kolkata-700031
(P): (033)4001 1296

Chennai Branch
No. 199/1, Bye Pass Road,
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(P) : (044) 26490433, 533

Mumbai Branch
304, 3rd Floor, Town Centre II,
Andheri Kurla Road,
Near Mittal Estate,
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(P) : (022) 40047033

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COMPANY PROPERTY AGREEMENT

I recognize that I am financially responsible for all company property issued to me. I also understand that I am responsible to ensure that all company property remains at all times in good working order, and that should an item of company property that has been issued to me need repair or replacement, it is my responsibility to notify my supervisor or a designated company representative immediately to effect that repair/replacement.

I understand that any company equipment that is not in good working condition at the time of my resignation or termination will be considered my failure to maintain that item of company property, and because I am financially responsible for all company property issued to me, the price of repair or replacement will be my responsibility. Based on applicable state statutes, reimbursement to the company will be achieved through payroll deduction of my wages.

My signature below serves as undisputed proof that I understand my responsibility regarding the company property issued to me, and also serves as authorization for INBISCO India Private Limited to deduct the appropriate amount from my final paycheck.

Employee Signature:

Date: 21/04/23

Julisha

Authorized Signatory

Date: 16/07/2015

IT Department : Navada Kishore

Navada Kishore

Function Head :



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IT/DPT/HYD/

Annexure-I

CONTENTS OF LAPTOP ISSUED ALONG WITH ACCESSORIES

SR. NO.	PARTICULARS	REMARKS
1.	1 Laptop Bag	YES
2.	1 Charger Model No./Serial No.	CN-0KPVMF-DES00- 233-EC22-A00
3.	Intel Processor	i3
4.	Hard Disk	256 SSD + 1 TB HDD
5.	Optical Drive (DVD)	NIL
6.	RAM	8 GB
7.	Laptop Serial Number:	2NG2PL3
8.	Company Asset Code:	MYIN/IT/A0000000268

Issued By: Bhupender

Date: 21/04/23

ACKNOWLEDGEMENT

I hereby acknowledge and confirm that I have received the above mentioned contents of the laptop from A Bhupender dated 21-04-2023 at Hyderabad and I undertake to comply with the Laptop policy issued by the Company.

Thanking you

Name: Tulisha Mohapatra

Signature: Tulisha