

# LAPTOP ALLOTMENT LETTER

Date: **19-03-2026**

Name: **ABC BAC**

Employee Id: **EMP001060**

Re.: **Issue of Laptop (HP ProBook 440 G8)**

We are pleased to advise you that the organization has decided to allot you a Laptop for office purposes which has the following configurations:

<b>Asset No.:</b>	CS-ITLA22-ProBook-G8-0239
<b>Model No.:</b>	HP ProBook 440 G8
<b>Alloted asset(s) Serial No.:</b>	5CD203QK3Q
<b>Specifications:</b>	<ul style="list-style-type: none"><li>• <b>RAM:</b> 16Gb</li><li>• <b>Processor:</b> Intel Core i7 1165G7 11th Gen 2.6Ghz</li><li>• <b>Storage:</b> 512GB SSD</li><li>• <b>Screen Size:</b> 14</li></ul>

**It is advisable that the following general guidelines are followed:**

1. The said allotted asset(s) has been issued to you exclusively for office purpose only.
2. You shall ensure full confidentiality of any official data that may be stored, accessed, or processed using the allotted asset(s).
3. While retiring for the day, the allotted asset(s) should be kept in the cabinet or drawers provided to you for this purpose and shall ensure that the same is locked before you leave. However, you may also opt to carry the allotted asset(s) home only as an exceptional case, with the prior written permission of the respective Partner &/or Director.
4. Please note that you are expected to keep all due care & diligence while carrying the allotted asset(s) inside / outside the office and you would be responsible for the safety of the allotted asset(s) and any breakage.
5. In case the allotted asset(s) involve devices requiring regular updates (e.g., laptops, desktops, tablets, or mobile devices), ensure that anti-virus software and security patches are kept updated. If you suspect any malware, virus infection, or security breach, you must immediately report the same to the IT Helpdesk.
6. Any breakage, loss, malfunctioning, or damage of the allotted asset(s), whether hardware or software, should be reported immediately to the Facility Manager or the department concerned.
7. If the allotted asset(s) is/are damaged while in your possession and are repairable, the organization will arrange for the repairs, and the full cost of repairs will be recovered from you.
8. Needless to say, you are expected to keep your allotted asset(s) in good and proper condition.
9. The allotted asset(s) should not be shared, transferred, or lent to any third party or unauthorized person without prior approval from the concerned administrator.
10. Please do not keep any personal data &/or files/contents which are not required for office purposes &/or any unauthorized program. The allotted asset(s) should be used strictly for official work only and

not for any personal or other work. Any violation of this norm shall be considered as violation of norms of the engagement and shall be viewed seriously by the organization.

11. Unnecessary, outdated, or junk data/files should be deleted regularly to ensure smooth functioning and efficient usage of the allotted asset(s).
12. The organization reserves the right to conduct periodic inspections of the allotted asset(s) to verify their condition, ensure compliance, take backups, or facilitate handovers when required at any point of time.
13. If for any reason, you are not attending office, you shall be required to come to office or depute someone for surrender of allotted asset(s) / handover of data as soon as possible. In the event, you fail to surrender the allotted asset(s) / handover of data as stated above, the organization shall be entitled to visit your residence / place of stay as the case may be for recovery of the allotted asset(s) / data.
14. If the allotted asset(s) is lost, stolen, or otherwise damaged beyond repair / recovery, as the replacement value, the latest replacement cost of the allotted asset(s) as per the organization books, shall be recovered from you.

**For**

**CC Shared Services Pvt. Ltd.**

**Authorized Signatory**

I accept the Laptop with the above stated configurations and accessories. I have further read the above stated guidelines and shall abide by the same.

**Place: Kolkata-CC-B-Wing**

**Date: 19-03-2026**

**ABC BAC**