

Technology Development Board

(A Statutory Body of the Department of Science and Technology)

Undertaking under No return policy for Laptop/Tablet/Mobile Handset/Headset (Earphone)

Employee Name:

Dated:

Designation:

I hereby give my consent to retain the following electronic items and accept all the provisions/clauses covered mandatorily under No Return Policy approved by the Technology Development Board **vide Board's Order no.2 of 2022 dated 16th March, 2022**

S.No.	Name of Item	Description of Item Serial No. of the product	Remarks, if any

I also hereby accept following terms and conditions of No Return Policy:

1. I shall be personally responsible for the safety, security and maintenance of the above issued electronics items.
2. Under Indian Secret Act, 1923, I shall be personally responsible for confidentiality and secrecy of the official data/information provided to me for performing official duties of the Board. All data provided to me shall be handed over to the office, while leaving the office.
3. In case of theft and fraud, I shall be personally responsible for the above electronics items.

Signature of the Officer:

Designation:

Date:.....

To,

Dated:

**The Under Secretary,
Technology Development Board
Block-II, Second Floor, Technology Bhawan,
New Mehrauli Road, New Delhi-110016**

Subject: Reimbursement on purchase of Laptop/Mobile Phone/Earphone under the No Return Policy.

Dear Madam,

This is with reference to the No Return Policy as per the Board order dated 16th March 2022. With regards to the above, the u/s has purchased Mobile as per the details given below:

S. No.	Item Description	Bill Amount	Copy of the Bill

In view of the above, it is requested that the same may be approved for reimbursement as per the aforementioned order. The copy of the bill is submitted along with the letter.

Signature of the Officer:

Designation:

Date:.....