Date: _____

President/ Secretary
Computer Shiksha
G 576, Florence Homes,
Sushant Lok II, Sector 57,
Gurgaon-122011

Dear Sir/Madam,

We are pleased to understand that Computer Shiksha (CS), is a trust registered in India for the social cause to promote and create awareness about Computer knowledge, literacy, training, technology, & education. Under its Computer Education Project, we are in receipt of the following material for providing computer education to kids enrolled in our_____(**school/NGO name and address**)_____**.**

The ownership of this material would continue with Computer Shiksha. We hereby confirm that in case, Computer Shiksha wants its material back; for a reason or without a reason, we will make sure to return the material within 30 days of the receipt of the request, which can be in a letter or email or whatsapp to our teacher or an administrator. The details of the hardware are as given hereunder for your record.

We also confirm that we will implement the following process and do the needful without fail

1. We will whatsapp/email 2 photos of operational computer classes every month

2. We will coordinate with CS Helpline for conducting tests of students after completion of every module

3. We will not move these computers to any other location without prior approval from CS.

4. We will ensure that the teacher trained by CS will be a dedicated resource for conducting CS courses.

5. We will ensure that the number of students as declared in Students Information sheet will be provided CS computer literacy program without fail.

6. We confirm that once these computers become irreparable, we will dispose these off in environmental friendly manner as per e-waste regulations of Govt. of India, and in case we face any difficulty in this process, we will seek help from connect@computershiksha.org

7. We also understand that in case of any dispute, Gurgaon (Haryana) courts will have the jurisdiction.

Product	Make	Model No.	Qty	CS no.

Sincerely,

Stamp & Signature:
Name:
Address :