



End User Undertaking Form for Data Transfer

Name of Staff/Faculty: _____

Designation: _____

Department/Section: _____

This is to certify that I, _____ have taken Backup of all the user data from the system allotted to me. The computer may be handed over to Computer Centre for further allotment/repair. The details of the data backed up by me are as follows:

Media of Storage:

Location of Backup:

Approximate size of Backup:

I am solely responsible for the user data backed up from my system into my personal Hard-drive or Data Centre Storage. I have verified and certify that I have copied / transferred all the files and folders that are required for me and agree to format the Hard-disk/replacement of Hard-disk.

Signature of Employee

Troubleshooting report Attached **(Yes/No)**

Signature of Technical Asst. (Forwarded for approval)

System Admin/TO