

NON-DISCLOSURE UNDERTAKING

To,  
The Director General  
National Council of Science Museums  
Kolkata-700 091

Sir,

I hereby undertake

- to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
  - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
  - to hold such confidential information in trust and confidence both during and after the terms of my engagement.
  - not to engage in any other employment/occupation/consultancy or any other activity during my engagement with NCSM which would otherwise conflict with my obligations towards NCSM.
  - to abide by data security policy and related guidelines issued by NCSM.
2. In the event of my disengagement for any reason whatsoever, I shall promptly surrender and deliver to NCSM any records/material, equipment, documents or data which is of confidential nature.
  3. I shall keep NCSM informed of any change in my address or contact details during the period of my engagement.
  4. I understand that I can be disengaged at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
  5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name: .....

Address:.....

.....

Dated: .....

Personal Contact No.....