



Policy
Regarding
Providing Laptop to Officers

Government of Punjab

**Department of Governance Reforms,
SCO 193-195, Sector-34A,
Chandigarh**

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Policy Regarding Providing Laptops to Officers

Policy guidelines for provision of Laptops/Notebooks to all officers of Punjab Government who are entitled to get laptop in lieu of Desktop are as below:-

1. Eligibility:-

- 1.1 For the purpose of these policy guidelines, Laptops means Laptops, Notebook and Ultra-Notebook. They shall be referred to as 'Laptop'.
- 1.2 'Laptop' includes Laptop, all its accessories, pre-loaded licensed Operating Systems (OS), licensed office suite, Anti-virus, internet security tools, warranty for three years & insurance cost for three years.
- 1.3 All officers at the level of Secretaries/Special Secretaries/Divisional Commissioners/ Deputy Commissioners/ Head of Departments (HODs)/and above, may be given the option to choose a Laptop as per the pre-defined budget limit.
- 1.4 Administrative Secretary of the Department may also sanction the purchase of Laptop for any other officer of his/her department on need basis under this policy.
- 1.5 The total maximum limit of sanctioned amount per Laptop shall be Rs. 75,000/- (Rs. Seventy Five Thousand Only).
- 1.6 Eligible officer shall send his request (as per Format-1) for Laptop to the Department of Governance Reforms after getting approval from his/her competent authority.
- 1.7 Officer shall give a declaration at the time of making request for Laptop that no other Laptop(s) has(ve) been issued to him/her by any office of any other State Department/ Board/ Commission/ Society/ Corporations/ any other State owned agency or Public Sector Undertaking.

2. Accounting & Procurement Guidelines:-

- 2.1 Procurement shall be done by the officer concerned directly from the Original Equipment Manufacturer (OEM) or their authorized dealers within 30 days from the date of sanction given by Department of Governance Reforms.
- 2.2 Officer shall ensure that he/she shall purchase a Laptop of internationally reputed brand and OEM of the Laptop must be able to provide international warranty on demand.
- 2.3 Laptop purchased must meet the minimum specification as mentioned in Annexure-1 of this policy.
- 2.4 Laptop shall be bought with three years comprehensive warranty.
- 2.5 Officer shall ensure that due care has been taken to avail to best price and other available benefits e.g. free extended warranty etc., as per prevailing market trend.
- 2.6 The officer can procure the Laptop costing any amount higher or lesser than the sanctioned limit i.e. Rs.75,000. However, concerned officer shall bear the additional cost over and above the sanctioned limit, if any.
- 2.7 Officer shall be responsible to take appropriate Insurance policy for the Laptop for its lifespan i.e. 3 years. Insurance cost shall be included in the overall limit of Rs.75,000/-.Cost of Laptop for the purpose of Insurance shall be base price of the Laptop including pre-loaded operating system. Any additional office suite, software or Anti-virus shall be excluded from the cost of Laptop for the purpose of insurance.
- 2.8 The overall cost limit shall include the cost of office suit/ anti-virus software and insurance.

- 2.9 The officer shall be wholly responsible for ensuring that documents submitted at the time of submitting utilization certificate are genuine & authenticated. The overall cost limit should include licensed office suite, antivirus software and insurance premium.
- 2.10 Reimbursement to the officer shall be made by Department of Governance Reforms through RTGS in his/her bank account (as mentioned in Laptop Request Form) only after purchase of Laptop, submission of bills & due approval of competent authority.

3. Depreciated/Residual Value of Laptop;

- 3.1 The lifespan of Laptop shall be treated as Three (3) years from the date of purchase of Laptop.
- 3.2 Depreciation shall be charged @ 32% of the cost per year on straight line method subject to the condition that the disposal price in any case is not less than 10% of the book value.
- 3.3 Depreciated/Residual value of Laptop shall be calculated as below

Year	Depreciated/Residual Value
At the end of Year 1	68% of purchase value
At the end of Year 2	36% of purchase value
At the end of Year 3	10% of purchase value
At any time beyond 3 rd year	10% of purchase value

- 3.4 For above calculation of residual value of the Laptop, the Purchase value shall be either actual purchase price of the Laptop or sanction amount, whichever is lower shall be taken into consideration.
- 3.5 The purchase value of the Laptop for the purpose of depreciation shall include Laptop, accessories, preloaded licensed operating system, licensed office suite & anti-virus software. Insurance cost shall be

excluded from the purchase value of the Laptop for the purpose of depreciation calculation.

3.6 To calculate depreciated value of laptop for a part of the year, proportionate depreciation rates shall be applicable.

4. General Guidelines:-

4.1 The officers shall be personally responsible for the laptops issued to them for its safety, data stored, viral attack, internet security and maintenance of the Laptops during its lifetime.

4.2 There shall be no provision of any claim regarding write-off of laptop on account of any loss/damage and the claim shall be dealt only as per insurance policy obtained & claim recovered. Any loss on account of any such claim settlement shall be borne by the officers concerned.

4.3 The laptop issued to the officer shall remain the property of the Department of Governance Reforms but in possession of the officer till the time the officer deposits its residual value and takes ownership of the same as per guidelines laid down in this policy.

4.4 Government of Punjab shall not be responsible/ liable for any contractual, legal and statutory, cyber security issues arising out during the use of Laptop.

4.5 In the event of leaving/ termination/ superannuation from services from Government of Punjab, the officer shall buyback the Laptop at the applicable depreciated value.

4.6 The Department of Governance Reforms shall be responsible to make all necessary entries of laptop in their stock record.

- 4.7 The laptop once procured shall continue to be in possession of the Officer and he/she shall carry the laptop with him/her upon any event of resignation/ retirement/ transfer of services/ deputation within/ outside the state or leaving the organization permanently etc.
- 4.8 After completion of lifespan of laptop, officers can anytime pay its residual value to take the ownership of the same.
- 4.9 This policy shall supersede any earlier letter/instructions/ policy/ guidelines etc. issued regarding issuances of laptop.
- 4.10 After the expiry of three years, the officer entitled for having Laptop may exercise his/her option for a fresh Laptop as per this policy.
- 4.11 Officer already issued Laptop by the erstwhile Department of Information Technology or Department of Governance Reforms and where the life span of the laptop has not expired as per the present policy, shall not be entitled for any new Laptop till expiry of the life span of the Laptop already issued.

Laptop minimum Technical specifications

Item	Minimum Specifications
Processor	Intel Core i5/i7 or equivalent processor. Clock Speed of Minimum 1.70 GHz with Turbo Boost up to 2.60 GHz or higher
Motherboard	Intel® Express Chipset or equivalent or higher
Cache Memory	3 MB (L3 Cache) or higher
RAM	4 GB (On Board) DDR3L SDRAM upgradeable up to 8 GB or higher
Storage	Minimum 320 GB or higher
Graphics Accelerator	Intel® HD Graphics or equivalent or higher
Display	minimum 13.3 (33.8 cms) wide (WXGA: 1366 x 768) TFT colour display, LED backlight
USB	Hi-Speed USB (USB 2.0) port Type A Connector x 2
Network (RJ-45)Connector	1000BASE-T/100BASE-TX/10BASE-T x 1 or higher
Display Output Connector	Analogue RGB, mini D-sub 15 pin x 1 or higher
Headphone	Stereo, Mini Jack x 1 or more
Wi-Fi	IEEE 802.11b/g/n, Maximum transmission speed: 300 Mbps*8, Maximum receipt speed: 300 Mbps*8
Bluetooth	Bluetooth® standard Ver. 4.0 + HS
Integrated Web Camera	Inbuilt web camera , 1.3 megapixels or higher
Keyboard	82 Keys or higher
Battery Life	Minimum 3 Hrs
Operating System	Preloaded Windows 7 or higher.
Accessories	Laptop Charger, Carry Bag, other media and accessories

Request for Laptop

1.	Request number <i>(to be filled by Department of Governance Reforms)</i>	
2.	Name of the Officer	
3.	State Employee Code	
4.	Date of Joining	
5.	Current Designation	
6.	Current Organization & place of Posting	
7.	i. Whether any personal Desktop already issued?	
	ii. If yes, whether the same has been returned back?	
8.	Bank Account Number	
	IFSC Code	
	Branch Name	
<p><u>Declaration:</u> <i>I declare that I have not been issued any other official Laptop from any other State Department/ Board/ Corporation/ Society/ Commission/ any other state owned agency or Public Sector undertaking.</i></p>		
Date :		Signature of the Officer
Approved By :		
Name & Designation		Signature