INDRAPRASTHA POWER GENERATION COMPANY LIMITED &
PRAGATI POWER CORPORATION LIMITED
Corporate Identity Number (CIN) – U40103DL2001SGC111530
Website: www.ipogcl-ppcl.gov.in

No.DM(HR)Policy/2019-20/32

Dated: 3rd January, 2020

OFFICE ORDER

The Board of Directors of IPGCL & PPCL vide Item No.97.4.5 and
No.95.4.6 respectively in their meetings held on 13th December, 2019 have
approved for providing laptop as per New Laptop Policy to the executives of the
Company of the level of Asstt. Managers & equivalent and above with immediate
effect.

The old policy of desktop / laptop computer replaced with the ‘New Laptop
Policy is given below:

1. **Title**

   This policy shall be called as New Laptop Policy of the Company.

2. **Objective**

   In order to move towards paperless offices in IPGCL / PPCL, the potential of
everyday improving information technology in day to day work needs to be
utilised. Hence, laptop computer device or similar categories with latest
software shall be provided to officers of the rank of AM & above through
direct purchase.

3. **Eligibility**

   The MD and Directors of the company and the officers of the rank of
Executive Director, General Manager, Addl. General Manager, Dy. General
Manager, Sr. Manager, Manager, Dy. Manager & Assistant Manager shall
be eligible for Laptop Computers/ Notebook/Tablet or device of similar
categories for discharge of official works.

4. **The ceiling limit**

   The ceiling limit for purchase of Laptop Computers/Notebook/Tablet or
device of similar categories shall be as under:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>Ceiling Limit*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CMD / MD &amp; Directors</td>
<td>As per actual.</td>
</tr>
<tr>
<td>2.</td>
<td>ED / GM / Addl.GM &amp; equivalent</td>
<td>Rs. 60,000/-</td>
</tr>
<tr>
<td>3.</td>
<td>DGM / Sr. Manager / Manager &amp; equivalent</td>
<td>Rs. 50,000/-</td>
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<tr>
<td>4.</td>
<td>DM / AM &amp; equivalent</td>
<td>Rs. 40,000/-</td>
</tr>
</tbody>
</table>
5. **Life span of device**

The life of Laptop Computers / Notebook / Tablet or device of similar categories shall be 04 years.

6. **Depreciation**

A depreciation of 25% per year, on straight line method shall be applicable.

7. **Retention/Replacement**

After the completion of stipulated 04 years of the usage, the officer concerned may retain the device.

In case of loss / damage beyond repairs, within prescribed period, new device shall only be considered to the concerned officer only after the cost is recovered from the officer based on the book value after deducting the depreciation. For the purpose of calculation of book value, a depreciation of 25% per year, on straight line method shall be adopted.

8. **Safety, security and maintenance of the device.**

The concerned officer shall be personally responsible for the safety, security and maintenance of the device as well as security of data information. However, the device shall continue to remain IPGCL / PPCL property till the period of above said life span of the device. The officer concerned will be at liberty to get the device insured at his personal cost.

9. **Condition at the time of superannuation / repatriation.**

In case where at the time of purchase of device, if the residual service of the officer is less than 04 years (life span of device) or in case of the officers on deputation are repatriated to their parent department prior to completion of 04 years, the concerned officer may retain the device by paying the amount after deducting the applicable depreciation @ 25% per annum.

10. **Sanctioning Authority**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Category of officer</th>
<th>Sanctioning Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Addl. GM &amp; equivalent and above</td>
<td>Self</td>
</tr>
<tr>
<td>2.</td>
<td>DGM / Sr. Manager/Manager &amp; equivalent</td>
<td>Concerned GM &amp; equivalent</td>
</tr>
<tr>
<td>3.</td>
<td>DM / AM &amp; equivalent</td>
<td>Concerned AGM / DGM &amp; equivalent</td>
</tr>
</tbody>
</table>

11. **Procedure**

The concerned executive shall obtain a prior sanction from the above mentioned Sanctioning authority to purchase the Laptop Computers / Notebook / Tablet or device of similar categories on hard copy. After
obtaining the sanction, the entitled officer will initially purchase Laptop Computers/Notebook/Tablet or device of similar categories by spending the money from his own pocket and thereafter make the claim on hard copy along with the copy of approval and original bill duly verified by him for reimbursement, in accordance with his/her entitlement from Finance Department. Further, HR Department & Finance Department both will keep the record and make necessary entries in personnel files / register / SAP after making payments, like the procedure followed in the case of reimbursement of briefcase.

12. **General**

i. For the officers who are currently holding Desk top / Laptop Computer in accordance with the provisions of previous policy, the terms and conditions for retention/disposal of the Laptop Computer shall continue to be governed under the same guidelines.

ii. The Officers, who are currently holding the Laptop Computer as per previous policy, will be considered under new Policy only after expiry of the useful life of the existing Laptop Computer as described in the old policy.

iii. The officer may purchase a Laptop Computer of the cost higher/less than his/her entitlement, however, the amount for this purpose, to be reimbursed as per actual or as per his/her entitlement, whichever is less.

iv. The Desktop should continue to be given to the officers and departments where there is a functional requirement on full time basis as approved / recommended by the concerned Director.

v. Director (HR) of the Company is authorised to carry out any modification or give any relaxation in the above policy as may be required in the interest of work.

This issues with the approval of Competent Authority.

[Signature]

(Anil Taneja)
Dy. Manager (HR)
Policy

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Copy for information to:

1. ES to MD
2. Sr. PS to Director (HR) / Director (Tech.) / Director (Finance)
3. Sr. PS to GM(HR)
4. Sr. Manager (IT) : For uploading in the Company's website
5. Notice Board

[Signature]

[Date]