

**INDRAPRASTHA POWER GENERATION COMPANY LTD.**

**Policy for provision of Laptop / Computer facilities to Senior Officers of IPGCL / PPCL at their residence.**

**1 ELIGIBILITY**

Desktop Computer or Laptop Computer facilities shall be provided to all the Senior Officers of IPGCL at the level of GM and above at their residences.

**2 CONFIGURATION**

The Specifications for Desktop Computer / Laptop shall be prepared by IT Department of the Company from time to time based on the latest NICSI Specifications for the same.

Either of the following system along with the accessories shall be provided:

**2.1 Desktop System**

- 2.1.1 Branded PC
- 2.1.2 Laser Printer (BW)
- 2.1.3 Scanner
- 2.1.4 UPS

**2.2 Laptop System**

- 2.2.1 Branded Laptop
- 2.2.2 Laser Printer (BW) / Mobile Printer
- 2.2.3 Scanner
- 2.2.5 Carry Bag for Laptop

### **3.0 PROVISION OF SOFTWARE**

3.1 MS Office's latest version as available with NICSI.

3.2 Standard Antivirus Software as per IPGCL norms.

### **4.0 LIFE OF THE COMPUTER SYSTEM :**

The life of the Desktop Computer / Laptop and computer Peripherals / Accessories will be four year six months.

### **5.0 MAINTENANCE / REPAIR OF THE COMPUTER / LAPTOP**

IT Department shall take necessary action for the maintenance / repair of the computer / laptop by entering into AMC through OEM.

### **6.0 PROCEDURE FOR PROCUREMENT & ISSUE**

The eligible officer with the approval of his Reporting Officer, shall forward the request to the IT Department of the Company . IT Department after processing the request shall issue the system from the available inventory if any, or indent the same to C&M Department. The Computer/ Laptop shall be issued or returned through Stores Department only. The Store department shall issue Desktop/laptop to the concerned officer on the advise of IT Department. The Store department shall inform the details of receipt or issue of Desktop/Laptops to IT department for maintaining the necessary record.

### **7.0 RECORD OF COMPUTER/ LAPTOP**

IT Department shall maintain a comprehensive record of all such facilities extended to the Senior Officers including any addition made in the computer / laptop subsequently. On providing such facilities and their subsequent return by the concerned Officer,

