

2.3.2

S. No.	Documents Attached
1	Policy Regarding Laptop for Faculty Members and Officers of the University





ਰਜਿਸਟਰਾਰ ਦਫਤਰ
OFFICE OF REGISTRAR

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ

PTU PUNJAB
TECHNICAL
UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Ref. No. PTU/Reg/536

Dated 05/05/14

Notification

As approved by the competent authority, all the officers and the faculty members of PTU (whose pay scale is Rs. 15600-39100 + GP 5400 and above) are hereby authorized to procure the laptop as per enclosed policy.


Registrar 05/05/14

To : All HODs

CC :-

PS to VC - For kind information of Hon'ble Vice Chancellor please.

Finance Office

Store and Purchase Department

"Propelling Punjab to a prosperous Knowledge Society"

Punjab Technical University, Jalandhar

Jalandhar-Kapurthala Highway, Near Science City, Kapurthala-144601 Ph. 01822-662521

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Policy Regarding Providing Laptops to Officers

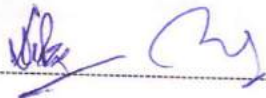
Policy guidelines for provision of Laptops/Notebooks to all officers of PTU who are entitled to get laptop in lieu of Desktop are as below:-

1. Eligibility:-

- 1.1 For the purpose of these policy guidelines, Laptops means laptops Notebooks 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/faculty at the level of Pay band 3 and above may be given the option to choose a Laptop as per the pre-defined budget limit.
- 1.4 Registrar 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 Store Purchase Officer 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 Organisation Department.

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 time of submitting utilization certificate are genuine & authenticated. The overall cost limit should include licensed office suits, anti-virus software and insurance premium.
- 2.10 Reimbursement to the officer shall be made by F&A Deptt as per University norms 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 site & 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 dealt only as per insurance policy obtained & claim recovered. Any loss on account of any such claim settlement shall be borne by the officer concerned.
- 4.3 The laptop issued to the officer shall remain the property of the PTU but in possession of the officer till the time the officer deposit its residual value and takes ownership of the same as per guidelines laid down in this policy.



- 5.
- 4.4 PTU 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 PTU the officer shall buyback the Laptop at the applicable depreciated value.
 - 4.6 The Store and Purchase Section 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/instruction/ policy/ guidelines etc. issued regarding issuance 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 or any other orgq
 - 4.12 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 (Ld Cache) or Higher
RAM	4 GB (On Board) DDR3I 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 (33.8CMS) Wide (WXGA: 1366x768) TFT Colour display , Led Backlight
USB	Hi Speed USB (USB 2.0) Port Type A Connector x2
Network (RJ-45)Connector	1000BASE- T/100Base – TX/10Base-Tx1 or higher
Display Output Connector	Analogue RGB , mini D – Sub 15 Pin x1 or higher
HeadPhone	Stereo , mini Jack x1 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

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Request For Laptop

Format

1	Request Number (to be filled by S & P)	
2	Name of the Officer	
3	Employee Code	
4	Date Of Joining	
5	Designation	
6	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	

Declaration : 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 PSU or any other organization

Signature of the officer

Date:

Approved By:

Name of Designations

Signature

