

Policy: Laptop/Desktop issuance

PL No – 16

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Applicability – All Employees on Company Roll

Total Number of Pages – 1

Eligibility

Any employee will only get a company provided laptop/desktop if his HOD & IT head mutually agree that he shall be provided with a laptop/desktop. Staff who are replacing any existing staff shall get the laptop/desktop of their predecessor.

Policy – Laptop/Desktop

If you are eligible then laptop/desktop will be procured by IT department with the joint approval of HR Head & IT Head.

- The model, Brand, Configuration etc. will be solely decided by IT department, however you can suggest any specific need of configuration you have to the IT head.
- Usage of Laptop/Desktop will be governed by IT policy.
- If the laptop is not usable anymore for the company (which will be determined by IT Team) in that case, the eligible employee will be issued with a new laptop.
- Any damages in part or full caused by the negligence or known intent of staff will be borne by that staff only.
- The maintenance of laptop/desktop will only be done by the IT department in the company or they shall only choose if to be done from outside.
- New laptops/desktops are to be used minimum for 5 years or more, any replacement before that period will be on Management's approval.

The old laptops/desktop returned after use may be issued again to any employee by IT department.

- After company usage the laptops/desktops which are in working condition but cannot be used for the company due to stale configuration. These can be sold to that or any other staff at 50% of the market value of that or any other laptop with similar configuration and similar age at that point in time. The market price will be determined by the average of 3 such or similar models of similar age being sold in the market (online or offline).
- Management reserves the right to use its own discretion in exceptional cases.

Written By

Head – HR



Approved By

Management