

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,

necessary intimation shall be given to HR Department for filing the same in the officer's Link Part files.

8.0 OPTION TO PURCHASE THE SYSTEM:

All the officers to whom the facility has been provided shall have the option to purchase the entire Computer system / Laptop at the depreciated cost during the life of the computer / Laptop system.

8.1 PERCENTAGE OF DEPRECIATION TO BE APPLIED:

The percentage of depreciation to be calculated will be as under:

| Sl. No. | Period | Percentage of depreciation to be applied | % of the original cost which an officer has to pay |
|---------|----------------------------|------------------------------------------|----------------------------------------------------|
| 1. | 1 Year to 1 year 6 months | 52% | 48% of the original value |
| 2. | 1 Year 6 month 2 years | 64% | 36 of the original value |
| 3. | 2 Year 6 months to 3 years | 72% | 28% of the original value |
| 4. | 2 Year 6 months to 3 years | 80% | 20% of the original value |
| 5. | 3 Year to 3 year 6 months | 85% | 15% of the original value |
| 6. | 3 Year 6 months to 4 year | 90% | 10% of the original value |
| 7. | 4 Year to 4 year 6 months | 95% | 5% of the original value |
| 8. | 4 year 6 months and above | 100% | NIL |

If the depreciation period is more than six months, depreciation for full year shall be allowed. If it is less than six months, then depreciation for six months shall be allowed. The depreciation schedule is as per GNCTD order no. F3./149/99-2000/ R&I/2294 dated 2.5.2001.

9.0 RETENTION / RETURN OF COMPUTER / LAPTOP

9.1 The officers who do not intent to retain the computer / laptop at their residence after superannuation or cessation of service during the life span of the computer / laptop, can return the same to the Stores Department under intimation to his respective Department, IT Department and HR Department . The IT Department shall issue necessary NOC on the return of the Computer/ Laptop after verification of details from Store department.

9.2 On transfer of any of officer on deputation, if the officer intends to retain the Computer / Laptop, then the concerned department to whom the officer is transferred shall pay the residual value of the computer / laptop to IPGCL or the officer shall pay the residual value.

9.3 The officer has the option to retain the Laptop/Desktop as well as computer accessories after completion of three years time by depositing the depreciated value of Laptop/Desktop & other accessories and opt for new Laptop/Desktop as well as computer accessories as per the prevalent policy of the Company.

10.0 LOSS/THEFT of COMPUTER / LAPTOP

The officer shall be personally responsible for safe custody of the computer system or laptop. In case of loss or theft of computer system or laptop, the officer shall be responsible for the same and for any replacement before the completion of prescribed life, he has to deposit the depreciated value with the Company.

11.0 MODIFICATION / RELAXATION

The Managing Director 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.