



LAPTOP POLICY FOR IAS & PCS OFFICERS



DEPARTMENT OF GOVERNANCE REFORMS

2023

Policy Regarding Providing Laptops to IAS & PCS Officers

1. Eligibility

- 1.1. All IAS & PCS Officers borne on the State of Punjab can apply for a Laptop under this Policy *unless* they have already been issued a Laptop in their name from any State Department/ Board / Corporation etc. *or* they are already in possession of a Laptop issued under any previous Laptop Policy of Govt. of Punjab and the life of the Laptop (i.e. 5 years) has not expired.
- 1.2. In case an Officer is already in possession of a Laptop issued under any previous Policy and the life of the Laptop (i.e. 5 years) has not expired – they shall have an option to take ownership of the previous Laptop at the applicable depreciated residual value and then apply for a fresh Laptop under this Policy.
- 1.3. '**Laptop**' includes a Laptop, all accessories, pre-loaded licensed Operating Systems (OS), other licensed software such as office suite, anti-virus, internet security tools, warranty for three years & insurance.
- 1.4. For the purpose of this Policy: Laptop, Notepad, Ultra-Book, Tablet, Notebook, Net-Book etc. shall be referred to as '**Laptop**'.
- 1.5. All IAS/ PCS officers shall have the option to choose a Laptop with a maximum budget of **Rs. 80,000**. The reimbursable cost of the device including standard software shall not exceed Rs. 80,000 (Sanctioned Limit).
 - 1.5.1. The Officer may send a Self-certified request for the Laptop to the Department of Governance Reforms (DoGR). (*Laptop Request Form (LRF) at Annexure 1*)
 - 1.5.2. The Officer shall give a declaration at the time of making the request that no other Laptop(s) has been issued in his/ her name by any State Department/ Board/ Commission/ Society/ Corporations/ any other State-owned agency or Public Sector Undertaking.
 - 1.5.3. The Officer can purchase the Laptop after sanction from DoGR.

1.5.4. DoGR will maintain the entire record for the Laptops being purchased/ reimbursed and time-period for eligibility.

2. Accounting & Procurement Guidelines:

2.1. The Officer may procure the Laptop of reputed brand directly from the Original Equipment Manufacturer (OEM) / their Authorized Dealers/ Online etc. within 3 months from the date of sanction given by DoGR.

2.2. The Officer may themselves choose the best available option keeping in view all aspects including cost, warranty offered, after sales service etc. The Officer may refer to Model Specifications as notified from time to time by DoGR for purchasing the Laptop. (*Model Specifications at time of notification of this Policy at Annexure 2.*)

2.3. The Officer can procure a Laptop of any amount higher or lesser than the Sanctioned Limit. However, any additional cost over the sanctioned limit shall be borne by the Officer. In case the actual amount spent is less than the Sanctioned Limit, only the actual amount spent shall be reimbursed.

2.4. The Sanctioned Limit shall include the Laptop and all its accessories, pre-loaded licensed Operating Systems (OS), any other software such as office suite, anti-virus, warranty & insurance etc. No additional cost beyond the Sanctioned Limit shall be paid by DoGR under this Policy.

2.5. The Officer should preferably purchase the Laptop with 3 years' comprehensive Warranty and appropriate Insurance for the lifespan of 5 years.

2.6. DoGR *shall not* make for any repairs/ replacement/ write-off due to loss, malfunction or damage etc. The Officer shall be responsible for the same and any claim can only be made through the Insurance/ Warranty availed by the Officer.

2.7. The officer shall be reimbursed by DoGR through RTGS in his/ her bank account (as mentioned in LRF) *after* the 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 **5 years** from the date of purchase.

3.2. Depreciation shall be charged @ 25% of the Cost of the Laptop per year on Straight Line Method, calculated as below:

Year	Depreciated Residual Value
At the end of Year 1	75% of purchase value
At the end of Year 2	50% of purchase value
At the end of Year 3	25% of purchase value
At the end of Year 4	10% of purchase value
At the end of Year 5	<i>The officer shall have to option to retain the issued device/ or deposit with the Department.</i>

3.3. For calculation of Residual Value of the Laptop, the Purchase value shall be the Actual Purchase Price of the Laptop or Sanctioned Amount, whichever is *lower*.

3.4. The purchase value of the Laptop for the purpose of depreciation shall include Laptop, accessories, and loaded software. Insurance cost shall be excluded.

3.5. To calculate depreciated residual value of Laptop for a part of the year, proportionate depreciation rates shall be applicable.

4. General Guidelines:

4.1. The Laptop issued to the Officer shall remain the property of DoGR but in possession of the Officer – till the time the Officer deposits its residual value and takes ownership of the Laptop or till the completion of the life of the Laptop i.e. 5 years wherein the Officer can retain the Laptop.

4.2. The Laptop, once procured, shall continue to be in possession of the Officer and this Policy shall continue to operate notwithstanding transfer/ deputation etc. of the Officer concerned.

- 4.3. However, in the event of termination/ superannuation from service of the Government of Punjab, the Officer shall return the Laptop to DoGR or take ownership of the Laptop at the applicable depreciated residual value.
- 4.4. The Officers shall be responsible for the Laptop and its' maintenance and usage such as data/ cyber security etc. DoGR or Government of Punjab shall not be responsible/ liable for any contractual, legal, cyber security etc. issues arising out of the use of Laptop.
- 4.5. This Policy shall supersede any other instructions/ policy/ guidelines etc. issued regarding issuance of Laptop to IAS/ PCS Officers.

LAPTOP REQUEST FORM

1.	Request No (To be filled by DoGR)	
2.	Name of the Officer	
3.	Mobile No	
4.	State Employee Code (As per HRMS)	
5.	Date of Joining Service	
6.	Current Designation	
7.	Current Organization and Place of Posting	
8.	Whether Laptop already issued	
9.	If yes, whether the same has been returned back/ lifespan over	
10.	Bank Account No	
11.	Bank Name	
12.	IFSC Code	
13.	Branch Name	

Declaration:

1. I hereby declare that I have not been issued any Laptop in my name from any other State Department/ Board/ Corporation/ Society/ Commission /any State-owned agency or Public Sector Undertaking.
2. I have read the Laptop Policy 2023 issued by DoGR and shall abide by the provisions of the Policy.

Date:**Signature of the Officer**

Model Specifications for the Laptop

Item	Model 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 (L3 Cache) or higher
RAM	4 GB (On Board) DDR3L SDRAM, upgradeable up to 32 GB or higher
Storage	Minimum 320 GB or higher
Graphics Accelerator	Intel® HD Graphics or equivalent or higher
Display	Minimum 13.3 (33.8 cm) wide (WXGA: 1366 x 768) TFT colour display, LED backlight
USB	Hi-Speed USB (USB 2.0) port Type A Connector x 2
Network (RJ-45)Connector	1000BASE-T/100BASE-TX/10BASE-T x 1 or higher
Display Output Connector	Analogue RGB, mini D-sub 15 pin x 1 or higher
Headphone	Stereo, Mini Jack x 1 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 Hours
Operating System	Preloaded Windows 7 or higher.
Accessories	Laptop Charger, Carry Bag, other media and accessories