

**DELHI DEVELOPMENT AUTHORITY
(SYSTEMS DEPARTMENT)**

LAPTOP POLICY FOR DDA

File No. : F1(3)2010/SYS|1006

Dated: 12/7/19

Sub: IT Policy for Laptop allocation/entitlement to Director & equivalent and above officers in DDA

Competent authority has approved the policy for provision of Laptop to Commissioners, Directors and equivalent of DDA officers. With issue of this policy, it will supersede all previous policies issued for laptops.

1. LAPTOP : Definition and General terms:-

- 1.1 For the purpose of this policy, Laptop includes iPad or Netbook or Tablet. Alternatively, he/she can procure a desktop for his/her residence. They are referred to as 'Laptop' in this policy.
- 1.2 The codal life of Laptop will be considered as Four (4) years.
- 1.3 The Laptop to be provided or procured by officers, and after reimbursement to the eligible officer, shall be treated as official equipment in possession of the officer, and to be entered into the stock register and service book of the officer.
- 1.4 The Laptop shall be completely owned by the DDA till such time the officer deposit its depreciated cost, and takes ownership of the same as laid down in this policy irrespective of the cost of the laptop and its method of procurement etc.
- 1.5 Existing Laptops already procured by DDA will continue to be maintained by Systems Deptt. till completion of laptop life (i.e. 4 years from date of purchase). During the period of four years, the user has the option of returning the laptop to DDA or keeping it by paying depreciated cost to DDA.
- 1.6 Officers i.e. Commissioner, Director, SE, Sr. Architect, CAO & equivalent who are working in DDA as regular employees and on deputations, are eligible for laptops under this policy.

2. ELIGIBILITY & CEILINGS:

2.1 For procuring Laptops:

- 2.1.1 The laptop shall be provided in addition to the desktop provided to the officer for his office.

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- 2.1.2 Officer may opt for a Laptop up to the ceiling limit. In case it exceeds, the excess will be borne by the officer.
- 2.1.3 Existing Laptop issued to officers will be continued for official use & can only be returned after the codal life of laptop i.e. 4 years.
- 2.1.4 'Laptop' includes all its accessories i.e., cables, adaptor, headphones, mouse, software etc.
- 2.1.5 The eligibility and the cumulative cost ceiling etc. for procuring a Laptop shall be as indicated below:

S.No.	Eligibility	Cumulative ceiling amount for a Laptop including software and antivirus (All inclusive costs, excluding warranty cost)
01	Commissioner, CAO, Director/SE/Sr. Architect & equivalent	80,000/- each

For Architecture, Planning and Landscape specialized software may be procured separately by DDA and given to the officers for their laptops and this cost will be additional.

2.2 For Repair & Maintenance:

Expenditure on Repairs & Maintenance of Laptop will be permissible on DDA account as indicated below:-

For a Laptop provided as per ceiling amount	Corresponding cumulative Ceiling Amount for Repairs & Maintenance including warranty extensions(All inclusive costs)	Remarks
The laptop will be procured with 3 year comprehensive warranty at the time of purchase itself, which may be extended by 1 year at the expiry of the said warranty period.	Actual cost of comprehensive warranty (3+1 year) would be paid over and above the laptop cost subject to a ceiling of Rs. 20,000/-	The warranty cost will not be included in the laptop ceiling amount. (clause 2.1.5)

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- 2.2.1 This ceiling amount prescribed for Repair & Maintenance shall be over and above the ceiling amount prescribed for procurement of a Laptop and can be clubbed with the cost of purchase of Laptop, in case of extended warranty. In such cases, the original cost of Laptop and AMC charges have to be indicated separately in the invoice.
- 2.2.2 Officer concerned shall bear the expenditure over and above the prescribed ceiling amount.
- 2.2.3 These ceiling limits are applicable irrespective of the method of procurement and regardless of the actual cost of the Laptop & accessories.
- 2.2.4 Those officers who have already taken a laptop as per previous policy can purchase new laptop after expiry of 4 years.

3. PROCUREMENT, REPAIRS & MAINTENANCE:

3.1 Method of Procurement, Repairs & Maintenance:-

Eligible officer can choose any one of the following methods of procurement of Laptop:

- (i) By Systems Deptt. of DDA.

OR

- (ii) By the Concerned officer himself.

3.1.1 Procurement by Systems Deptt. of DDA

- (a) Procurement can be done through GeM or open bidding after the approval by competent authority.
- (b) The procurement shall be made within the prescribed ceiling amount and in, no case, the prescribed ceiling shall be exceeded.
- (c) Systems Deptt. shall undertake Repair & Maintenance of the Laptop as per extant procedure, subject to the cumulative cost ceiling limit prescribed above.
- (d) The cost of Repair & Maintenance beyond the cumulative cost ceiling limit prescribed vide Para 2.2 will have to be borne by the concerned employee during the codal life of laptop.

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3.1.2 Procurement by concerned officer:-

- (a) Procurement, Repairs & Maintenance can be done by the officer concerned directly from the Original Equipment Manufacturer (OEM) or their authorized outlets by paying the amount himself/herself, and then claim for reimbursement of Laptop, the brands mentioned in Para 3.1.2 (c) below only thereof, through Systems Deptt.
- (b) The record of Procurement, Repair & Maintenance for Laptop will be maintained by Systems Deptt. The officer can Procure, Repair & Maintain the Laptop costing any amount, which may be more or less than the corresponding prescribed ceiling amount. However, the amount to be reimbursed shall be equal to the cost of Purchase, Repairs & Maintenance or the corresponding prescribed ceiling amount, whichever is lower.
- (c) Officers can purchase the Laptop of the following brands only:-
1. IBM/Lenovo
 2. HP
 3. Sony
 4. Dell
 5. Toshiba
 6. Apple
 7. Samsung
 8. Asus
 9. Acer
 10. Microsoft
- (d) The complete ownership of the Laptop will be vested in DDA irrespectively of cost of Purchase, Repair & Maintenance.
- (e) The officer should give an undertaking at the time of claiming reimbursement for Procurement, Repair & Maintenance that:
- (i) The rates are reasonable; and
 - (ii) The Laptop has been actually procured/ got repaired & maintained by him/her; and

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- (iii) The licensed version of Operating Systems (OS), Antivirus, Office & other S/W's are genuine in Laptop.
 - (iv) The reimbursed amount is liable to be recovered from him/her in case of false declaration detected at a later date.
 - (v) Records for Repair & Maintenance will be maintained at Systems Deptt. as submitted by user.
 - (vi) The Laptop shall be recorded in the name of the officer in the Systems Deptt. Inventory Register and his/her service book.
 - (vii) He/She shall compulsorily procure the laptop after depositing the residual value as appearing in the books of DDA on the date of leaving DDA/expiry of life of laptop.
- (f) DDA will be neither responsible nor liable for any contractual, legal and statutory issues arising out of the Purchase, Repairs & Maintenance.
- (g) The complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement shall lie with the concerned officer claiming reimbursement and not the sanctioning authority.

3.2 Scope of Procurement, Repairs & Maintenance:

- (a) The ceiling amount stipulated for Repair & Maintenance shall cover: warranty extensions, local repairs and maintenance activities, AMC contracts, purchase of spares, replacement of batteries and other hardware etc., facility management services like installation/reinstallation of software already available/warranty call longing.
- (b) The Warranty available may be kept in mind while incurring expenditure on Repair & Maintenance.
- (c) Safety and upkeep of the Laptop, implying careful handling, protections from damage etc. shall be the responsibility of the officer concerned. Cost of insurance to be done, if any, shall be borne by the officer concerned personally.

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(d) In case of theft:

(i) User will submit the request to Systems Deptt. along with following:

- Copy of FIR
- Approval of Pr. Commr.(Systems) for purchase of new laptop before completion of codal life

(ii) After receiving the above, Systems Deptt. will process the case and user will be allowed to purchase new Laptop with the following conditions:

- 10% of value of Laptop will be paid by User
- Remaining codal life of lost Laptop will be added to the codal life of new laptop

(e) In case employee resign/completion of deputation period/retirement before completion of codal life of Laptop (in case of item (i) above), Employee can leave paying the depreciated cost at the time of leaving/retirement.

(f) Condemnation or write-off etc. of the Laptop is not permitted except 3.2(e) above.

(g) If the procurement price of laptop was more than the ceiling (and the officer had borne the excess), the 'value' of the laptop, for the purpose of DDA books(as well as calculating depreciation) shall be equal to the ceiling amount.-

(h) No expenditure on Repair & Maintenance etc shall be permitted beyond the codal life of the old Laptop. This is applicable even if the officer does not opt for a new Laptop, or is in the process of procurement of the same as replacement after end of codal life of old Laptop.

4. ACCOUNTING & DISPOSAL:

4.1 The Laptop shall continue to be in possession of the officer and cannot be returned to the office under any circumstances. It has to be carried by the officer with him/her upon completion of Codal Life, on completion of deputation, retirement, leaving the organization permanently etc. by paying the resident value as appearing in the Systems Deptt. books as on that date.

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- 4.2 Officer, including Probationary officer, leaving the organization on retirement or on permanent basis has to deposit the depreciated cost with the DDA to obtain clearance from the organization, and has to own the laptop. Then the laptop will be written off.
- 4.3 On completion of codal life of the old laptop, officers can pay its depreciated cost to own the same. Subsequently the officer can also process for procuring a new laptop, as per his/her eligibility at that time, whose details shall then be entered in records of Systems Deptt. Of DDA.

5. Depreciation of Cost of Laptop:

- 5.1 Depreciated value will be calculated on the actual purchase price of the Laptop or corresponding ceiling amount, whichever is lower as per the rates of useful life prescribed as per table below:

S.No.	Time Period	Depreciation
1	Less than one year	60%
2	One year to one & half year	48%
3	One & half year to two years	36%
4	Two years to two & half years	28%
5	Two & half years to three years	20%
6	Three years to three & half years	15%
7	Three & half years to four years	10%
8	Four years and above	1%

The cost of extended Warranty/Repair/Maintenance will not be included for the purpose of depreciation.

This issues with the approval of Vice Chairman, DDA.

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Director (Systems)

Copy to:

1. All HOD's
2. OSD to VC
3. Guard File

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