

दिल्ली ट्रांसको लिमिटेड  
(शासकियंत्र दिल्ली सरकार का उपक्रम)  
मानव संसाधन-नीति अणुभाग  
6वां तल, शक्ति सदन, कोटला रोड, नई दिल्ली-10002



DELHI TRANSCO LIMITED  
(A Govt. of NCT of Delhi Undertaking)  
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No. F.DTL/108/15 /2009-HR(Policy)/326

Date: 12-01-2009

### OFFICE ORDER

**Subject: Policy for providing laptop computers to officers of the level of Manager & Dy.General Manager of DTL.**

It is intimated that the Board of Directors of DTL in its meeting held on 23.12.08 vide Resolution No.39.2.6 has approved the proposal for providing laptop computers to officers of the level of Managers and Dy.General Managers. For this purpose, the following policy will come into force with immediate effect and henceforth be followed:

1. Configurations for laptop computer.
  - 1.1 Branded laptop  
Laptop 1.83 GHz., Centrino Core 2 Duo T5600, 1 GB. 160 GB SATA, DVD Writer  
WiFi internet enabled Windows Vista / XP.
  - 1.2 No Printer, Scanner would be purchased alongwith laptop and the officers will use the printers already available in the office on sharing basis on the network.
2. Procurement of laptops & adjustment of old desktop computers
  - 2.1 Laptops for existing Managers & Dy.General Managers will be purchased by IT Department as per policy in vogue.
  - 2.2 Desktop computers already provided to Managers and Dy.General Managers will be diverted to the subordinate staff on need basis.
3. Life of the laptop computers  
The life of the laptop computers will be four years six months.
4. Record of installation of the facility  
GM(IT) shall maintain a comprehensive record of the facilities extended including any addition made in the computer/laptop subsequently. On provision of such facilities necessary intimation will be given to Dy.Manager(A)G for filing the same in the officers' Link Part File.
5. Provision of software
  - 5.1 Open office software from Sun Micro System as per GNCTD guidelines.
  - 5.2 Multi-user Anti Virus software as per DTL norms.
6. Option to purchase the system  
All the officers to whom the facility has been provided shall have the option to purchase the laptop Computer at the depreciated cost during the life of the Computer.

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7. Percentage of Depreciation to be applied  
The percentage of depreciation shall be calculated as stated below:

Period	Percentage of depreciation to be applied	% of the original cost which an officer has to pay
1 year to 1 year 6 months	52%	48% of the original value
1 year 6 months to 2 years	64%	36% of the original value
2 years to 2 years 6 months	72%	28% of the original value
2 years 6 months to 3 years	80%	20% of the original value
3 years to 3 years 6 months	85%	15% of the original value
3 years 6 months to 4 years	90%	10% of the original value
4 years to 4 years 6 months	95%	5% of the original value
4 years 6 months and above	100%	NIL

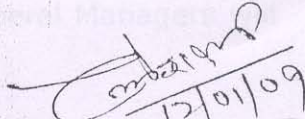
If the depreciation period is more than six months, depreciation for full year shall be allowed. If it is less than six months, then depreciation for six months shall be allowed. The depreciation schedule is as per GNCTD order no.F.3/149/99-2000/R&I/2294 dt.2.5.2001.

8. Retention/Return of laptop computer

The officers who do not intend to retain the laptop computer at their residence after superannuation or cessation of service during the life span of the laptop, can return the same to their respective departments with the approval of Director(HR) and intimating DGM(IT). On transfer to any of the offices of the GNCTD and if the officer intends to retain the Laptop, then the concerned department to whom the officer is transferred shall pay the residual value of the Laptop to Delhi Transco Limited or the officer shall pay the residual value.

9. Maintenance/repair of the Computer/Laptop

DGM(IT) shall take necessary action for the maintenance/repair of the laptop by entering into AMC.

  
12/01/09

(R.K.VERMA)  
ASSTT.MANAGER(HR-POLICY)

Copy to:

1. EO to CMD.
2. PS to Dir(HR)/Dir(Opr.)/Dir(Fin.).
3. All GMS/DGMS.
4. DGM (IT) -

To ensure that Desktop PCs already provided to the officers of the grade of Manager and Dy.General Manager be replaced with laptop computers and Desktop PCs released from these officers be diverted to the subordinate staff on need basis against the projected requirement.

5. All Managers.
6. AM (IT) - with request to upload on DTL website.