

 **PRAGATI POWER CORPORATION LIMITED**

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 / PPCL at the level of AGM 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 NICS I 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 /PPCL 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,

