

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
Miniratna Category-I, CPSE  
(Wholly owned by Government of India)

No.CHO(HR)/Policy/27/27/2016/7820

Date: 31.03.2016

**CORPORATE HR ORDER**

**No.05/2016**

**Sub: Notification of SPMCIL Laptop Policy – 2016.**

SPMCIL Laptop Policy – 2016 duly approved by the Competent Authority is hereby notified for implementation across all the nine Units and the Corporate Office of the Company with effect from 01.04.2016. A copy of the said Policy containing the terms and conditions for providing Laptops to the Executives of the Company is enclosed for information and compliance.

2. The Laptops to be provided to the Executives from E-1 to E-9 levels shall be treated as official equipments of SPMCIL in the possession of the Executive concerned. The Laptop shall be completely owned by SPMCIL till such time the Executive deposits its residual value and takes ownership of the same as laid down in the Policy, irrespective of the cost of the Laptop and its method of procurement etc. The terms and conditions of the Policy shall also be applicable to the existing Laptops already provided to the Executives for the purpose of repair and maintenance.

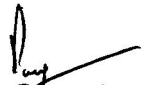
3. The Executive shall give an undertaking at the time of claiming reimbursement for procurement, repair and maintenance that:

- (i) the rates are reasonable;
- (ii) the Laptop has been actually procured/got repaired and maintained by him/her; and
- (iii) the reimbursed amount is liable to be recovered from him/her in case of false declaration detected at a later date.

4. Before reimbursement, necessary entry shall be made in the **Stock Register**.

5. Executive shall be wholly and solely responsible for security sensitive data/information relating to the Company and an undertaking to this effect shall be obtained by the Units/Corporate Office.

6. The Laptop shall be registered on the laptop OEM site by the concerned Executive so that it can be easily traceable.
7. SPMCIL shall not be responsible or liable for any contractual, legal or statutory issues arising out of the purchase/repairs or maintenance.
8. Necessary Budget provision shall be made by the Unit in consultation with Corporate Office, Finance Department.

  
(B.J. Gupta)  
Addl. GM (HR)

**To**  
**All the General Managers,**  
**Mints, Presses and Paper Mill**

**Copy to:**

1. OSD to CMD
2. EA to Director (HR)/Sr. EA to Director (Tech.)/EA to CVO
- ✓ 3. GM (IT) – with reference to File No.SPMCIL/IT/40/2013
4. Addl. GMs of Corporate Office
5. Chief Manager (HR)/Chief Manager (T.O.)/Chief Manager (Mint)
6. Dy. Manager (OL) – for Hindi version
7. Dy. C.S.
8. Master Folder

## **“SPMCIL Laptop Policy 2016”**

### **1. LAPTOPS**

- (a) For the purpose of this policy, Laptop is a Portable and compact personal computer with the same capabilities as a desktop computer.
- (b) The codal life of Laptop will be considered as Four (4) years from the Date of Purchase.
- (c) The Laptop to be provided to the officer (E1 to E9) shall be treated as official equipment of SPMCIL which in the possession of the officer.
- (d) The Laptop shall be completely owned by the SPMCIL till such time the officer deposits its residual value (as defined in the policy) 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.
- (e) All aspects of this policy shall also be applicable on existing Laptops which were provided earlier for the purpose of repair and maintenance.
- (f) This policy shall be applicable to all officers of SPMCIL units including SPMCIL Corporate office.
- (g) This policy is not applicable for probationary officers.

### **2. ELIGIBILITY & CEILINGS:**

#### **2.1 For procuring Laptop:**

- (a) Officer (E1 to E9) may be provided with a Laptop.
- (b) 'Laptop' includes all its accessories and its software (i.e. Windows, Antivirus etc.), Insurance premium etc. Accessories may be purchased along with the Laptop.
- (c) The eligibility and the total cost ceiling etc. for procuring a Laptop shall be as indicated below:

| Eligibility             | Total cost ceiling in ₹ |
|-------------------------|-------------------------|
| E1 to E3                | Up to 60,000            |
| E4 to E5                | Up to 80,000            |
| E6 to E7                | Up to 1,00,000          |
| E8 to E9                | Up to 1,40,000          |
| For Directors and above | Ceiling not applicable  |

*Sharma*  
29/3/2016

*Mishra*  
29/3/16

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29/03/16

**"SPMCIL Laptop Policy 2016"**

- (d) Software including accessories, Insurance premium etc. should be purchased within 6 months from the date of purchase of Laptop.

**2.2 For Repairs & Maintenance:**

Expenditure on repairs & maintenance of Laptop is permissible on SPMCIL account as indicated below:

| For a Laptop provided as per ceiling amount of (in ₹) | Corresponding cumulative Ceiling Amount for Repairs & Maintenance including software maintenance (@20% of ceiling amount) (All-inclusive costs) | Proviso  |
|---|---|--|
| Up to 60,000  | 12000   | SPMCIL shall bear cumulative expenditure incurred over repairs and maintenance activity carried out over entire codal life of the Laptop, only up to the prescribed ceiling amount. This ceiling shall be applicable irrespective of the number of repairs and maintenance activities carried out. |
| Up to 80,000  | 16000   |  |
| Up to 1,00,000  | 20000   |  |
| Up to 1,40,000  | 28000   |  |

- (a) This ceiling amount shall be over and above the ceiling amount prescribed for procurement of a Laptop, and shall not be clubbed with the cost of purchase of Laptop.
- (b) Officer concerned who carrying the laptop shall bear the expenditure over and above the prescribed ceiling amount of repair and maintenance.
- (c) These ceiling limits are applicable irrespective of the method of procurement and regardless of the actual cost of the Laptop & accessories & software's.

**3. PROCUREMENT, REPAIRS & MAINTENANCE:**

**3.1 Method of Procurement, repairs & maintenance:**

Eligible officer can chose any one of the following methods of procurement of Laptop.

- (i) By SPMCIL; **OR**
- (ii) By the Concerned officer himself (Bill should be in name of SPMCIL).

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**"SPMCIL Laptop Policy 2016"**

The method of repairs & maintenance shall be the same as that of procurement and mixing of methods for procurement and repairs & maintenance shall not be permitted.

**3.1.1 By SPMCIL:**

- (a) Procurement can be done by the concerned units/Corporate office for their officers, or such officer/department designated for the purpose, either by making direct purchase or through DGS&D Rate Contract etc. as per extant procurement procedures.
- (b) The procurement shall be made within the prescribed ceiling amount and in no case the prescribed ceiling shall be exceeded.

**3.1.2 By Concerned officer:**

- (a) Procurement, repairs & maintenance can done by the officer concerned (Bill should be in name of SPMCIL) directly from the Original Equipment Manufacturer (OEM) or their authorized outlets by paying the amount himself/herself, and then claim for reimbursement thereof.
- (b) 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) The complete ownership of the Laptop will be vested in SPMCIL irrespective of cost of purchase, repairs & maintenance.
- ✓(d) The officer should give an undertaking at the time of claiming reimbursement for procurement, repairs & maintenance that:
  - i. The rates are reasonable;
  - ii. The Laptop has been actually procured/ got repaired & maintained by him/ her; and
  - iii. The reimbursed amount is liable to be recovered from him/her in case of false declaration detected at a later date.
- (e) SPMCIL will be neither responsible nor liable for any contractual, legal and statutory issues arising out of the purchase/ repairs & maintenance.
- (f) Advance shall be provided to the officer by the SPMCIL administration is 50% of ceiling amount for enabling such purchase and should be settled within one month time from the date of giving advance.

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**"SPMCIL Laptop Policy 2016"**

- (g) The complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement for laptop and Repair & Maintenance bills shall lie with the concerned officer claiming reimbursement and not the sanctioning authority.

**3.2 Scope of procurement, repairs & maintenance:**

- (a) The amount should not exceed the ceiling limit. The ceiling amount stipulated for repair & maintenance shall cover: warranty extensions 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 logging and yearly Insurance premium/warranty extension.
- (b) The Warranty available may be kept in mind while incurring expenditure on repairs & maintenance.
- (c) Safety and upkeep of the Laptops, implying careful handling, protection from damage & theft etc. shall be the responsibility of the officer concerned.
- (d) The executive shall give an undertaking that he/she will be wholly and solely responsible for security sensitive data /information of the SPMCIL.
- (e) SPMCIL may arrange for insurance on consolidated basis for economies of scales.
- (f) The laptop should be registered on the laptop OEM site by the concerned executive so that it can be easily traceable.
- (g) Under no circumstances, condemnation or write-off etc. of the Laptops is permitted under this policy.
- (h) 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.
- (i) No expenditure on repairs & maintenance etc. shall be permitted beyond the codal life of the Laptop.

**4. ACCOUNTING & DISPOSAL:**

- (a) 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 transfer, deputation, retirement, leaving the organization permanently etc.

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Page - 4 - of 7  
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**"SPMCIL Laptop Policy 2016"**

Before the expiry of codal life of old Laptop if Officers leaving the organization permanently or on retirement, are permitted to take laptop after deposit the residual value of old Laptop.

- (b) SPMCIL, while handing over the laptop to an executive by virtue of his/her retirement/resignation, IT department will format the laptop and bring it to the factory setup.
- (c) The office providing the laptop shall ensure entry of details in the Service Record & LPC of the officer provided with Laptop. In addition, the office shall maintain necessary records as may be required to be provided to the officer at the time of transfer/ deputation/ posting to another unit of SPMCIL/ retirement etc.
- (d) On completion of codal life of the old laptop, officer has to pay residual value to own the same. The service record entries of old laptop shall then be deleted. 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 the Service Records of the officer.
- (e) In case of transfer outside the organization on deputation basis, the officer has an option:
  - i. To treat Laptop as owned by the officer till return to SPMCIL under acknowledgement, with due entries made in the service book & LPC of the officer; OR
  - ii. To pay the depreciated value of the Laptop as on that date so that the entry is removed from the service record.
- (f) In case the officer carries the laptop to the deputed organization, then the cost of its repairs & maintenance is to be borne by the deputed organization. This arrangement has to be made by the officer with the deputed organization. SPMCIL will not reimburse the same.
- (g) Officer, leaving the organization on retirement or on permanent basis has to deposit the residual value with the SPMCIL to obtain clearance from the organization, and has to own the laptop. Then the laptop will be written off from the service records of the concerned officer.
- (h) More than 3years old company purchased Laptops may be returned to SPMCIL till 30.04.2016 as after that date policy does not permit return of laptops by officer to organization.

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**"SPMCIL Laptop Policy 2016"**

**5. DEPRECIATION OF COST OF LAPTOP:**

- (a) The residual value of the Laptop over and beyond the codal life period shall be as under:

| Depreciated, i.e. Residual Value After the end of year(s) from the date of purchase. |        |        |        | Residual value at any point of time after end of 4th year | Reference for calculating residual value |
|--|--------|--------|--------|---|--|
| Year 1*  | Year 2 | Year 3 | Year 4 |   |  |
| 50%  | 25%    | 15%    | 10%    | 5%  | % of purchase price                      |

Note \*: If an officer leave the organization before the end of the 1<sup>st</sup> year then he has to pay 50% of value of the Laptop.

- (b) For the purpose of calculation of residual value of the Laptop, the actual purchase price or the corresponding ceiling amount, whichever is lower, shall be considered.
- (c) The depreciated value is of the price of the Laptop, accessories and software including licensed OS only.
- (d) For calculating residual value, the cost of accessories etc. even if they have been purchased within six month from the date of purchase during the codal life of Laptop, will be treated as if they have been purchased along with the Laptop and their codal life will also be coterminous with that of Laptop.
- (e) For calculating depreciation for a part of the year, proportionate depreciation prescribed for that year can be divided by 12 for arriving at a value for a particular month within that year. This shall be proportionally added to the cumulative depreciation prior to that year, to arrive at the final depreciation.
- (f) Illustration for calculating the residual value where a part year is involved, say, at the end of 15 months from the date of purchase:

i) Assuming original purchase cost = Rs. 50,000/-

ii) Depreciation after 1st year= 50%

iii) Depreciation after 15 months= Depreciation for the first year (@50% of purchase price in first year) + depreciation for 3 months of second year (@25% of purchase price for second year)

= 50% + (25% \* 3/12) = 56.25% of purchase price .

iv) Residual value after 15 months = Original Cost - Depreciation after 15 months = Rs. 50,000 - (56.25/ 100 \* Rs. 50,000) = Rs. 21,875/-

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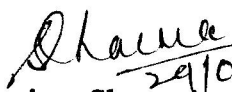
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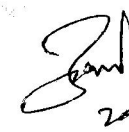


**"SPMCIL Laptop Policy 2016"****6. OTHER PROVISIONS**

- (a) Purchase of Laptops other than those specified in this policy shall continue to require explicit permission of CMD SPMCIL even if they are sanctioned/ provided for in any estimates.
- (b) Unless specified otherwise, this policy or a part thereof shall not be applicable on Laptops procured under any other policy provision/ estimate, and also in case of those Laptops referred to under Para 4(h) above. For such equipments, extant practice of maintenance, disposal etc. of office equipments shall be applicable.

  
(Sanjeev Sharma)  
Officer(IT)

  
(Ankur Jain)  
Assistant Manager(F&A)

  
(Ashok Sharma)  
Dy. Manager (Materials)