

**DELHI DEVELOPMENT AUTHORITY  
[SYSTEMS DEPARTMENT]**

F.No. SYS/F3/0002/2023/LRP/O/oDIR(Systems)/110

Date - 08.08.2024

**SUB: LAPTOP POLICY OF DELHI DEVELOPMENT AUTHORITY.**

The competent authority has approved the laptop policy of DDA that has the provision of issuance of any one of laptop/ tablet/ phablet/ notepad/ ultra-book/ notebook/ net- book to eligible officers and divisions for discharge of official work. This would, however, be subject to the following conditions:

**1. Eligibility:**

**A) Eligibility of individual officers:**

Dy. Directors or Equivalent and above / Asst. Director(Systems)*	Assistant Directors & equivalent
100% of sanctioned strength of the DDA	Up to 25% of sanctioned strength of the DDA based on the recommendations of the HOD not below the rank of Commissioner as per Annexure "C"

*\*All the Assistant Directors of Systems Department are also eligible in this policy due to functional requirements*

*\*All the officials holding charge of a Deputy Director or equivalent post under FR 49 will be entitled to laptops as per 100% strength, till the time they continue to hold this charge.*

**B) Additional eligibility at division level:**

(i) Additional quota of laptops with a overall limit of 10% of strength of Assistant Directors & equivalent may be allotted at each division level (and not in the name of any officer) on case to case basis, based on justification provided by division head. VC, DDA shall be competent to approve such relaxation.

(ii) A quota of tablets/ iPad upto maximum of 5% of total strength of officers of and above the rank of Deputy Director shall be available for allotment to each division (exception: 1 tablet entitlement if 5% value is less than 1), based on justification provided by division head. VC, DDA shall be competent to accord such approval.

(iii) The overall ceiling of expenditure for each such laptop/ tablet shall be as per point 2 below. Systems division shall be making such procurements after approval of VC, DDA.

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*Note: For the laptops/tablets procured at division level, the division head shall decide on issuing it to officials as per need. One person shall be made nodal for maintaining and upkeep of such equipment in each division.*

2. **Cost of Device:** The cost of device shall be Rs. 1,00,000/- + taxes. However, for devices with Make-in-India (MII) component of more than 40%, the price ceiling shall be Rs. 1,30,000/- + taxes. The above price ceiling is inclusive of onetime cost of standard software & warranty for 4 years and there won't be any subsequent reimbursement on account of repair and maintenance of the device.

*\*Standard Software: Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.*

3. **Purchase Procedures:** Eligible officer can choose any one of the following methods of procurement of any of the laptop/ tablet/ phablet/ notepad/ ultra-book/ notebook/ net-book.

- a. If required, Systems Department can also procure. OR
- b. By the Concerned officer himself.

**(a) Procurement by concerned officer:-**

- i. Procurement 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 through Systems Deptt.
- ii. The complete ownership of the Laptop shall be vested in DDA irrespective of the cost of Purchase, as defined in clause 2 of this policy. The officer shall give an undertaking at the time of claiming reimbursement for Procurement as per the **Annexure-B**.
- iii. DDA will be neither responsible nor liable for any contractual, legal and statutory issues arising out of the Purchase of device and warranty of respective device. 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.

**(b) Procurement by Systems Deptt. of DDA**

- iv. Procurement shall be made through GeM or open bidding only from OEM/ authorised dealers after the approval by competent authority.
- v. The procurement shall be made within the prescribed price ceiling amount and in no case, the prescribed ceiling shall be exceeded.

**4. Safety, Security & Maintenance of Device:**

- (i). The device shall be property of DDA up to 4 years from date of purchase.

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However, the officer, who is given the device, shall be personally responsible for safety and security of machine/data/information.

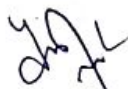
(ii). The Repair and maintenance to be entirely the responsibility of officer concerned. Officer concerned shall bear the expenditure for the any cost of "Repair & Maintenance" for the devices (and to get it done from the manufacturer or authorised agency only) as well as in cases where extended warranty is not taken by the employee. The officer concerned will be at liberty to get the device insured at his/her personal cost.

#### 5. Book value of the device:

For the purpose of calculation of the book value, a depreciation of 25% per year (pro-rata basis), on straight line method, be adopted. Illustration to determine the book value of the device is given at Annexure-A.

#### 6. Conditions at the time of Transfer, Superannuation etc. & Retention of device:

- i. The officers of DDA as well as officers on deputation having entitlement under this policy can retain the issued device post completion of four years of usage. The officer will ensure that the official data in the device is completely wiped out (data sanitized) before the device is retained by him/her. The complete onus of the maintaining the confidentiality of the official data present in the retained device and prevent the misuse of it will lie on the concerned officer himself.
- ii. In case from the time of purchase of device, if the residual service of the officer of DDA as well as officers on deputation is less than four years or the respective officer leaves Government Service or repatriates to his/her parent department within four year of purchase of device, the officer concerned can exercise both the options : either to retain the device after paying the amount equal to book value of device (as per annexure A) on such date of relieve from DDA or can surrender the laptop to the DDA in perfect working condition duly certified by AMC agency.
- iii. No new device may be sanctioned to an officer who has already been allotted a device, in the department, up to four years except in case of repair which is declared as 'beyond economical repairs' (ref. clause 7 below). In such case, the device shall be retained by the employee without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A BER certificate to this effect shall be obtained from the OEM or its authorized service center or agency/company providing AMC services to the department and countersigned by officer not below the rank of director in the systems department, DDA. While allowing the retention (and re-issuance) of laptop under BER clause, it may be ascertained that the BER has not happened due to misuse/ mishandling of the device and is solely due to reasons beyond the control of the officer concerned.



7. **Beyond Economical Repair (BER):** When repair cost is considered too high (exceeding 50% of book value of equipment taking depreciation into account). Such cases should be dealt on case-to-case basis and should have concurrence of CAO, DDA.

8. **Safety and security of the device :-** An employee using the organization's laptop is responsible for the security of that laptop, regardless of whether the said laptop is used in the office, at one's place of residence or at any other location or while travelling. Thus the guidelines on the proper usage of the laptop are to be strictly adhered to.

9. **Usage of Laptop/Device: -** The employee must ensure that the laptop/Device is being used only for official purposes and in the course of rightful discharge of their duties, and not generating or transmitting any content that is contrary/detrimental to the working of the Organization, in the wake of which disciplinary action may be taken.

10. In case of loss (or theft) of laptop, be it within or outside the organization, due to any reason, the office shall recover the cost of that laptop from the employee. It shall be the discretion of the HoD to impose further penalties on account of loss of the sensitive official information.

11. In case there is a damage to the laptop, the employee shall be liable to get it repaired through authorised agent or (in case the same is to be repaired by the office), pay damages to the office or the same may be recovered from the monthly salary.

12. The organization shall reserve the right to conduct physical inspections and examinations of the laptops without prior notice to the employee, who is at that time the custodian of the laptop. The employee shall be duty bound to submit the laptop to check the physical presence.

13. Laptop should be repaired from authorized service provider of OEM only.

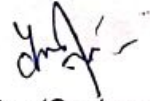
14. Office laptops are provided for official use for authorized employees only. Laptops should not be loaned out or be allowed to be used by others such as family or friends.

15. For the officials who are currently holding laptops, notebooks or similar kind of devices in accordance with the provisions of Laptop policies no. F1(3)2010/Sys/1006 & F1 (3)2010/Sys/1007, dated 12.07.2019, the terms and conditions for retention of the device shall now be governed as per para 06 of this order including in the case of transfer/deputation/superannuation of the officer.

This Laptop policy is being issued in supersession of all the previous laptop policy of DDA.



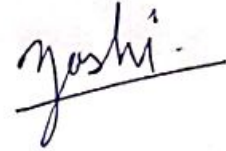
This policy has been issued with the approval of Competent Authority.



Director (Systems)

**Copy to-**

1. All HoDs of the Authority
2. Commissioner cum OSD to VC
3. Guard File.



## ANNEXURE-A

### Example

An eligible officer is issued a device (including standard software) costing Rs. 1,00,000/- plus applicable taxes and levies. Calculation of Depreciation, book value of the device (including software) is as below:

### Formula:

Percentage of depreciation =  $(100/48) \times$  No. of months elapsed or completed from the date of purchase of the device.

### Illustration:

Date of purchase of device	Date of retirement /leaving the service	Completed Months	Depreciation	Book value of the device/amount to be recovered from the employee
20.04.2023	30.04.2024	12 months	25%	75% of the original amount*
20.04.2023	20.10.2024	18 months	$(100/48) \times 18 = 37.5\%$	62.5% of the original amount
20.04.2023	30.04.2025	24 months	50%	50% of the original amount
20.04.2023	19.03.2026	34 months	$(100/48) \times 34 = 70.83\%$	29.17% of the original amount

\*Original amount in this case is 1,00,000/- plus applicable taxes and levies.

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ANNEXURE-B

Undertaking for Reimbursement

I \_\_\_\_\_ working in the DDA(referred as department) as \_\_\_\_\_ in the O/o \_\_\_\_\_ do hereby solemnly affirm and state that the

- I. The rate of the laptop procurement by me is reasonable; and
- II. The Laptop has been actually procured/purchased by me from the Original Equipment Manufacturer (OEM) or their authorized outlets by paying the amount myself ; and
- 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 me in case of false declaration detected at a later date. Records for Repair & Maintenance will be maintained at Systems Deptt. as submitted by user.
- V. The Laptop shall be recorded in the name of the officer in the Systems Deptt. Inventory Register and his/her-service book.
- VI. I hereby submit certification from OEM containing model No. of the laptop/ tablet purchased is having Make-in-India (MII) component of more than 40%. (In case of MII 40% category only)

All the facts stated point wise above as I to VI are correct to the best of my knowledge and belief and nothing is false or concealed. I understood that any falsified information furnished by me in this undertaking will make the undersigned liable for disciplinary proceedings as per the government rules.

Signature:-

Name: - \_\_\_\_\_

Designation: - \_\_\_\_\_

UID :- \_\_\_\_\_

Mob No. :- \_\_\_\_\_

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ANNEXURE: "C"

Delhi Development  
Authority Name of the  
Department Address of the  
Department Telephone No.

Recommendations for Issuance of Laptop for Official Work  
(For Assistant Directors & equivalent)

Mr. / Ms. \_\_\_\_\_ (Name of the officer) working as \_\_\_\_\_ (Designation) in the office of \_\_\_\_\_ at 7<sup>th</sup> CPC Level-08/09 & 10 having UID No. \_\_\_\_\_ handles the work that requires laptop/device (defined in the laptop policy of DDA) for better efficiency and productivity.

It is certified that Mr. / Ms. \_\_\_\_\_ (Name of the officer) \_\_\_\_\_ (Designation) handles below mentioned tasks/duties in the office and the laptop/device is extremely necessary for execution of these tasks/duties .

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

It has been certified that all the contents and facts of this recommendation are true and it conceals nothing and that no part of it is false. I am fully aware of the fact that if any discrepancy is found in future in respect to the contents and facts of this recommendation will lead to confiscation of the device/laptop and any other punitive action decided by the competent authority.

(Signature of the Officer)

(Name \_\_\_\_\_)  
(UID \_\_\_\_\_)  
(Department - \_\_\_\_\_)







It is hereby certified and recommended that a laptop/device should be allotted Mr. / Ms. \_\_\_\_\_ (Name of the officer) \_\_\_\_\_ (Designation) for official work.

It is further certified that the laptop issued to the officer is solely for official purposes.

The sanctioned strength of officers working as Assistant Directors & equivalent i.e. at Level-08/09 & 10 7<sup>th</sup> CPC in \_\_\_\_\_ department is \_\_\_\_\_, out of which \_\_\_\_\_ recommendations for the issuance of laptop has been given. This recommendation is \_\_\_\_\_<sup>th</sup> recommendation for the issuance of laptop and is **under the threshold of 25% sanctioned strength** of the department.

This recommendation is as per the laptop policy of DDA and will be governed by the same.

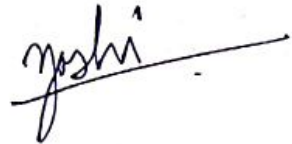
(Signature of the HOD)

(Name \_\_\_\_\_)

(UID \_\_\_\_\_)

(Department - \_\_\_\_\_)

(All fields of this form are mandatory and so must be filled.)



**ANNEXURE: "D"**

Department/Division of DDA along with department head for Laptop Policy Purpose

S. No.	Department/ Division	Department Head/ Sanctioning Authority
1.	VC Office	OSD to Vice Chairman, DDA
2.	EM Office	Engineer Member
3.	FM Office	Finance Member
4.	Pr. Commissioner Office (Horticulture, Landscape and Systems)	Pr. Commissioner (Horticulture, Landscape and Systems)
5.	Pr. Commissioner Office (Housing, PMAY, Sports, CWG, Personnel and Coordination)	Pr. Commissioner (Housing, PMAY, Sports, CWG, Personnel and Coordination)
6.	Pr. Commissioner Office (LD, LM, PM-UDAY & Land Pooling)	Pr. Commissioner (LD, LM, PM-UDAY & Land Pooling)
7.	Chief Architect Office	Chief Architect
8.	Commissioner (Planning) Office	Commissioner (Planning)
9.	Landscape	Pr. Commissioner (Landscape )
10.	Horticulture	Pr. Commissioner (Horticulture )
11.	Horticulture Engineering	Chief Engineer (Horticulture)
12.	Commr-cum-Secy.	Commr-cum-Secy.
13.	Housing	Commissioner (Housing)
14.	Land Management	Commissioner (LM)
15.	Land Disposal	Commissioner (LD)
16.	PM-UDAY	Commissioner(PM-UDAY)
17.	Personnel	Commissioner (Personnel)
18.	Systems	Commissioner (Systems)
19.	Planning	Commissioner (Planning)
20.	Sports	Commissioner (Sports)
21.	Vigilance	Chief Vigilance Officer
22.	Legal	Chief Legal Advisor
23.	Accounts	Chief Accounts Officer
24.	Architecture	Chief Architect
25.	PR and SAGR	Commissioner (PR and SAGR)
26.	Chief Engineer (South Zone)	Chief Engineer (South Zone)
27.	Chief Engineer (Dwarka)	Chief Engineer (Dwarka)
28.	Chief Engineer (North Zone)	Chief Engineer (North Zone)
29.	Chief Engineer (East Zone)	Chief Engineer (East Zone)
30.	Chief Engineer (Rohini)	Chief Engineer (Rohini)
31.	Chief Engineer (Design)	Chief Engineer (Design)
32.	Chief Engineer (Quality Control)	Chief Engineer (Quality Control)
33.	Chief Engineer (HQ)	Chief Engineer (HQ)
34.	Chief Engineer (Electrical)	Chief Engineer (Electrical)
35.	Chief Engineer (CWG)	Chief Engineer (CWG)

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