

DELHI DEVELOPMENT AUTHORITY
[SYSTEMS DEPARTMENT]

F.No. SYS/F3/0002/2023/LRP/O/o DIR(Systems)/ 03

Date- 08.01.2024

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 for discharge of official work. This would, however, be subject to the following conditions:

1. Eligibility:

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 "D"

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

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

(a) Procurement by concerned officer:-

- Procurement can be done by the officer concerned directly from the **Original Equipment Manufacturer (OEM)** or their **authorized outlets** including **E-commerce platforms** by paying the amount himself/herself, and then claim for reimbursement of Laptop through Systems Deptt.

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- 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

- i. Procurement shall be made through GeM or open bidding only after the approval by competent authority.
 - ii. 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:** The device shall be property of DDA up to 4 years from date of purchase. However, the officer, who is given the device, shall be personally responsible for safety and security of data/information. Officer concerned shall bear the expenditure for the cost of "Repair & Maintenance" for the devices which are covered in the warranty 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.

In case of theft, officer concerned has to contact Systems department with the affidavit for the theft of laptop attached as **Annexure- C**, after paying the respective book value (*calculated on the date of FIR lodged*) of the laptop. Along with copy of FIR registered in the respective Police Station for the theft of laptop and the approval of Principal Commissioner (Systems). The remaining codal life of the old laptop will be added to the new laptop issued to the officer.

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:**

a. 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.

b. 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

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exercise both the options 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.

c. 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'. 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

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

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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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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 by me; 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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AFFIDAVIT

*(To be submitted in cases pertaining to the theft
of laptop)*

I _____ (Name) _____ working in the Delhi Development Authority (hereby referred as department) as _____ (Designation) _____ in the O/o _____ do hereby solemnly affirm and state that the

1. That the laptop issued to me by the department having serial no _____ and make of (brand) _____ has been stolen from _____ (Place) _____ which comes under the jurisdiction of _____ (PS Name) at _____ (time) _____ on _____ (Date) _____.
2. As per the laptop policy I have reported the incident to the police and I have lodged a F.I.R. at _____ (respective Police Station) _____ on _____ under F.I.R. No. _____.
3. I have submitted the current book value cost (calculated on the date of FIR lodged) of the laptop to the department. The receipt of the payment having serial no. _____ is annexed herewith.
4. The theft case and the approval for issuance of new laptop has been approved/sanctioned by the Principal Commissioner (Systems) in the e-File no. _____ having Computer no. _____.
5. If during the theft investigation by the police, the lost laptop is found, I hereby agree and undertake to surrender the same to the Department.
6. I (_____ full name _____) on solemn affirmation and oath state that all the facts stated in paragraphs 1 to 5 are correct to the best of my knowledge and belief and nothing is false or concealed. The contents being true I swear this affidavit. Solemnly affirmed at _____ (Place) _____ on _____ (Date) _____ day of _____ (Year) _____.

Signature:-

Name :- _____
 Designation :- _____
 UID :- _____
 Mob No. :- _____

Annexed:-

1. Copy of FIR.
2. Payment Receipt from Sr.AO Cash(Main)
3. Copy of Approval by PC(Systems)

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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 7th 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 7th CPC in _____ department is _____, out of which _____ recommendations for the issuance of laptop has been given. This recommendation is _____th recommendation for the issuance of laptop and is **under the threshold of 25% sanctioned strength** of the department.

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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.)

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