

Date: 20<sup>th</sup> February, 2012

## Laptop Replacement Procedure

**Introduction-** The new guidelines regarding Laptops is aimed at improving the care and maintenance of the machines. The Laptops attaining their efficient life shall be replaced with a new Laptop. **The old laptop shall:**

- a) On completion of three years of the machine, it will be permitted to be retained by the respective staff member at its minimum assessed value, which will be intimated by the Finance Manager (i.e. if its purchase value had been approx Rs.40,000; its minimum assessed value shall be Rs.5,000). In case the staff member is not willing to retain the machine, normal procedure for the disposal of the equipment will be followed.
  - b) On completion of four years of the machine, it will be permitted to be retained by the respective staff member at no additional cost.
- i. Minimum efficient life of the machine will be taken as three years.
  - ii. All laptops will be purchased with an extended warranty for three years to protect the hardware related defects. In addition, all the laptops will be equipped with a Licensed Anti Virus.
  - iii. It will be responsibility of the respective staff member to ensure that the machine is properly used and sent for timely repair directly (after informing the Admin department) or through Admin, during the warranty period in case it develops some snag or otherwise for ensuring proper upkeep.
  - iv. Performance of the machine will be assessed by the vendor for efficient serviceability three months before it completes its projected efficient life (3 years). In case it is found fit, the warranty will be extended by one more year and the Anti Virus will also be renewed for a year.

**Note-** The new policy will be applicable on the machines purchased and issued after **1<sup>st</sup> January, 2011**.

### Replacement and disposal of Laptops purchased before 1<sup>st</sup> January, 2011

Machines purchased before **1<sup>st</sup> January, 2011** will be replaced or offered for disposal as per the current process.

For the laptops which were purchased and issued **before 1<sup>st</sup> January, 2011**; following policy will be applicable:

- i) Minimum efficient life of the machine will be taken as three years (in case it is found fit, up to a maximum of four years).
- ii) Laptops attaining their efficient life shall be replaced with a new Laptop. The old laptop shall:
  - a) Offered to the respective staff member who had been continuously using it since past 18 months at its minimum assessed value, which will be intimated by the Finance Manager.
  - b) If the staff member is unwilling to retain the same, the laptop shall be offered within the staff members through a draw-system at its minimum assessed value which will be intimated by the Finance Manager or will be sold to the vendor.

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