

Administration Circular No. 03 of 2016-17

Offering Laptops/Desktops to incumbent Employees

1. UTI AMC provides Laptop/Desktop to employees for business purposes. As per the Information Security Policy the Laptops/Desktops are replaced within a period of 3 to 5 years depending on the availability of IT budget. Requests have been received from the employees for buying the Laptop / Desktop allotted to them after 3 to 5 years of use.
2. Accordingly, it has been decided with the approval of the Competent Authority to offer Laptop/Desktop to incumbent employees at the end of 4 years or thereafter on 'AS IS WHERE IS BASIS, subject to the following Terms and Conditions:
 - a) The Laptop/Desktop will be offered to the incumbent employee at 10% of cost.
 - b) IT Department will remove all licensed software and data from the system. Only Operating System will be installed and provided.
 - c) In case incumbent employee is not interested to buy the Laptop/Desktop, then the following procedure will be followed:-
 - (i) The Laptop / Desktop will be offered to the Class IV employee in the same office.
 - (ii) If the Class IV employee is not interested, then it will be offered to any other employee in the same office.
 - (iii) If no one is interested in the same office then it will be disposed off by IT Department
 - (iv) If more than one employee is interested (*in cases where incumbent employee is not interested*), then it will be decided by lucky draw (*by the Chief Manager of UFC or IT Cell for Corporate Office*).
 - d) The employee who is buying the Laptop / Desktop (*allotted to him or of any other employee*) will not be eligible to buy any laptop/ desktop for a period of one year.
 - e) The employee purchasing the Laptop/Desktop should give a consent letter as per the format attached.
 - f) The above process would be automated in HRMS and till that time IT Cell will co-ordinate.
 - g) Once the above Laptop/Desktop becomes unusable, it would be the responsibility of employee to dispose it in an environment friendly manner as per norms of Government.


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