


LAPTOP POLICY

1. Policy is applicable to need-based employees of JCT Limited, Phagwara and Hoshiarpur (To be decided by Director (Operations)).
2. This Policy is applicable with effect from 01st October, 2010.
3. Following are the terms and conditions of the policy.
4. Terms and conditions:
 - 4.1 Company will provide the LAPTOP of the brand and configuration as per company norms, (configuration will be reviewed by the Company's IT Department, as and when required) worth Rs.40,000/-.
 - 4.2 If an employee chooses to get a Laptop valuing more than Rs.40,000/-, the difference amount will be borne by him.
 - 4.3 Insurance of Laptop will be borne by Company but in case of damage due to negligence of employee, difference of insurance claim and written down value as per our Books will be borne by employee.
 - 4.4 Every employee will be personally responsible for the Laptop's breakdown, technical problem, theft, misuse or any such act that hampers working of Laptop due to his negligence or mishandling.
 - 4.5 IT Head will be the final authority to judge/affix the responsibility of the employee in regard to his/her negligence or mishandling.
 - 4.6 In any case if it is found that any additional software/data has been loaded without the written permission of the IT Department and due to this any loss occurs to the machine, full recovery will be made from the employee.
 - 4.7 Laptop holder will be solely responsible for the backup and Hard Disk.
 - 4.8 In case of Piracy, Laptop holder will be personally responsible.
 - 4.9 Employee has the option to change the Laptop after the time span of 4 years.
 - 4.10 At the time of leaving organization or at the time of change of Laptop, old Laptop will have to be purchased by employee at its WDV (Depreciation calculation is based @ 16.21% p.a. SLM calculated on monthly basis as per Companies Act.)


~~RAJMOHAN SINGH~~
DIRECTOR (OPERATIONS)

copy to

- 1) GM (F+A)
- 2) GM (Coml.)
- 3) GM (IT)