

ADITYA BIRLA MANAGEMENT CORPORATION PVT. LTD.

September 29, 2015

To,
The Corporate Function Heads
ABMCPL

Sub:- **ABMCPL Laptop Policy.**

As a part of an ongoing process of streamlining the procedures and systems, we are pleased to enclose the Laptop Policy in ABMCPL. This shall be effective from 1st October, 2015.

This policy is applicable for all Laptop purchases for all ABMCPL Offices.

If there are any issues that you may need further clarity on, please contact Mr. Rajiv Gupta at rajiv.g@adityabirla.com in Accounts Department.

Kind regards,



Dr. Santrupt Misra



ABMCPL LAPTOP POLICY – INDIA

1. Policy Ambit:

ABMCPL Laptop Policy comes into force with effect from 1st October, 2015 and shall replace all existing policies in this regards.

2. Date of Introduction:

The Policy will be applicable from 1st October, 2015. It will be administered on a replacement basis.

3. Eligibility:

This policy is applicable to all ABMCPL employees. ABMCPL Directors and Business Heads will be governed by a separate policy.

4. Laptop Entitlement:

Employees within the defined Job Bands will have the option to select a laptop according to their choice subject to the maximum sum indicated below:-

Job Band	Maximum amount for purchase of Laptop (INR)	Replacement Period	No. of Laptop / Devices
Exec A & B	1,25,000/-	4 yrs.	2
JB – 1 to 5	85,000/-	4 yrs.	1
JB 6 & below	55,000/-	4 yrs.	1

Inclusions:

The amount includes total cost including Laptop Bag, Screen Guard, but EXCLUDING all applicable taxes.

5. Replacement of Laptop:

An employee would be eligible for replacement of Laptop only at the end of four years from the date of purchase. In case anyone wants to replace the same due to reasons (non-working / irreparable damage, outdated etc. as confirmed by Corp. IT), the same can be done only after approval from respective Corporate Functional Head, subject to availability of budget.

6. Purchase of Laptop at the end of the tenure:

The employee will be offered the choice of buying the company laptop @ 5% of the original total cost, at the end of the tenure. Taxes (VAT / Perquisite) on such sale shall be to the employees' account. Employee shall confirm his option to buy in writing to ABMCPL Accounts who in turn will inform IT/Admin to format the laptop by deleting all company related information & software.

If the employee does not wish to purchase such laptop then the old laptop should be surrendered to the Admin Department within 10 days of receipt of New Laptop after transferring data from old laptop to new laptop. In case the laptop is not surrendered within one month of receipt of New Laptop, it would be assumed that the employee has bought the laptop and the sale price accordingly will be deducted from his / her salary.

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7. Process for purchase of laptop:

- a) Indent / Requisition Form duly filed in all aspects and approved by the Functional Head to be send to Admin Department. The Indenting Officer should ensure that the specifications like Make & Model No. of the Laptop (as per the approved models in the MOU) required to be purchased is mentioned in the requisition form. Corporate I.T. have entered into a MOU with Reputed Vendors (Lenovo / Dell / H.P.) and the MOU is also available on Onstream (URL <http://www.abgonstream.com/abmcpl/git/MOUs/Forms/MOUDownload.aspx>)
- b) Admin Department on receipt of the Indent will co-ordinate with Corporate I.T. / Corp. Accounts and will place the order accordingly with the vendor with whom the Corporate I.T. have Group vide MOU / Panel of approved vendors.

8. Loss of Laptop :

Individual employee will be accountable for any loss of Laptop during travel. Employee shall immediately file an FIR with the nearest police station for any loss/theft of laptop and submit the FIR with ABMCPL accounts department for filing claim with the Insurance Company.

9. Transition:

All existing laptops shall also be governed by this policy.

10. Transfer of laptop on transfer / resignation / retirement:

a) Transfer out of ABMCPL:

- i. **In India:** On transfer from ABMCPL to another Group Company in India, the employee will be required to carry the laptop and the laptop will be transferred to the new company at Book WDV. The employee thereafter will be govern by the policy as applicable in the New Company.
- ii. **Outside India:** The employee can surrender the laptop or can buy the same as under:

Upto 2 years old	:	50% of cost.
Upto 3 years old	:	25% of cost.
Upto 4 years old	:	5% of cost.

b) Resignation:

The employee can surrender the laptop or can buy the same as under:

Upto 2 years old	:	60% of cost.
Between 2 - 3 years old	:	35% of cost.
Between 3 - 4 years old	:	10% of cost.

c) Retirement:

The employee can buy the laptop @5% of the total cost.

11. Others:

- a) An Asset Transfer Form duly signed by the transferor and approved by the Functional Head should be submitted alongwith laptop to Admin Department with a copy Accounts for making necessary adjustment in Fixed Asset Register.
- b) Admin Department will make sure that Laptop Identification Tag is fixed on all laptops at all locations.
- c) All laptops should be procured through Admin Department and none of the Functions should place order directly to the Vendors / purchase directly from the open market.
- d) Functional Head to ensure before sanctioning laptop to any new recruits, whether the same is consistent with the need of the Business and is within their Department approved CAPEX Budget.
- e) In case an employee needs a laptop over and above his / her eligibility, the same to be recommended by Functional Head and would require approval of GEP – GHR.
- f) Each employee would be eligible for one computer, either a Laptop or a Desktop. In case anyone requires both the system due to business exigencies, the same should be approved by the Functional Head.
- g) Any extra laptop available within the corporate function should be surrendered to Admin Department.
- h) Executive A & B are entitle to buy two computers / devices within the overall entitlement limit. This may include laptop / desktop / I-Pad.
- i) It will be the responsibility of the employee to ensure that the machine (Laptop / Desktop) provided by company is used prudently, appropriately and he / she will be responsible and accountable for any wear & tear including any misuse of the equipment.
- j) Any deviation from this policy will have to be approved by GEP (GHR).