

Laptop/Desktop Policy

Allowance for using Personal Machines:

EI will pay to employees an amount of

- **Rs. 800** for Personal Laptops
- **Rs. 600** for Personal Netbooks, and
- **Rs.250/-**for employees using their desktops at home in Non-office location

The desktop option is not available in cities where EI has offices. The allowance will be paid up to **3 years from the purchase date**. The allowance will re-start when a new machine is purchased.

To avail the allowance, an employee needs to send a request through system which is there on our intranet site under.

http://www.educationalinitiatives.com/payroll/payroll_allowanceAddRequest.php

An employee will be eligible for the allowance only from the date when he has sent the request. He will not be eligible to claim it for any unclaimed period.

Sub-parts for personal Laptop/Net books:

Enhancements like keyboard, mouse, speakers etc. may be provided for personal machines on special request. The allowance paid may be reduced appropriately for such enhancements.

Any exception to this policy will be approved only by one of the Directors of EI.