

OFFICE ORDER

NO.JKLU/004(A)

June 01, 2016

Policy for Providing Laptop to Employees

- 1) All Faculty Members are eligible to get a Laptop from the University.
- 2) Eligible employee should submit a request to Vice Chancellor for the same.
- 3) Basic licensed software will be provided by the University, and it is not permissible to use pirated software.
- 4) Individual employee is supposed to maintain the Laptop properly and repairing cost is to be borne by him/her. However, Insurance of the Laptop will be done by the University.
- 5) Accessories (including Data Card), if any, have to be procured by individuals at their cost.
- 6) Cost of Laptop will be amortized as under:

<u>Amortized</u>	<u>Residual Value to be Paid</u>
1st Year – NIL of the original cost	100% of the original cost
2 nd Year – 20% of the original cost	80% of the original cost
3 rd Year – 40% of the original cost	60% of the original cost
4 th Year – 60% of the original cost	40% of the original cost
5 th Year – 80% of the original cost	20% of the original cost
After 5 year 95% of the original cost	5% of the original cost

- 7) In case an employee resigns / is terminated / has superannuated from the services of the University, Laptop will be taken by him/her and amortized cost of Laptop will be paid by him/her. For amortization, period of six months or more will be treated as complete year and less than six months will not be counted for amortization. For example, if an employee wants to leave the University after completion of 3 years 5 months of service, he/she is required to pay the 60% of the cost of Laptop (40 % cost will be amortized).
- 8) In case an employee resigns / is terminated / has superannuated from the services of the University or leaves the services of the University for

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whatever reason, employees has to take the Laptop by him/her at residual value of Laptop.

- 9) Property right of the Laptop will remain with the University till it has sold by the University to the employee.
- 10) Laptop of the University should mainly be used for professional activities and should not be misused for access to any objectionable site or anything abusive in nature.
- 11) In case a non-teaching Officer desires to have the Laptop, same policy will be applicable to him/her also.
- 12) This policy will be applicable to all the employees including existing employees.
- 13) This Policy supersedes the earlier Policy of April 06, 2011.
- 14) Management has the right to change the policy any time if required to do so.
- 15) In case of any violation of norms and terms of use, the employee will be solely responsible for the consequences.

A handwritten signature in blue ink, appearing to be 'Rajiv', written over a dashed horizontal line.

(Chief Finance & Accounts Officer)

A handwritten signature in blue ink, appearing to be 'Anand', written over a dashed horizontal line.

(Vice Chancellor)