



***Laptop Policy for GSFC University Employees
& Guidelines for procurement and its usage***

Release Details:

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1	0	-	HR- GSFCU	Director (Admin, EF)	
2	1	24/09/2019	IT, HR & Procurement team of GSFCU	Sh. Samir Bhatt Director, Administrator	President

1. Purpose

Laptop computers provide important functionality and with the change in business requirements, a Laptop Computer has become an essential and efficient tool for conducting one's day to day official work, Allowing employees to have their computing resource at hand, in meetings, workplace, off- office hours, to be functional and productive while away from office desk.

However, like any technology, the user should evaluate the cost of using the lap top computer with benefits derived and use this to be more effective.

This policy lays down broad guidelines to employees who, based on the nature of their work, are required to use computing resources, regardless of the time of day, day of the week or geographical location.

2. Scope

This policy / procedures apply to all employees who use Institute owned laptop. Each employee of an Institute-owned laptop is responsible for the security of that laptop, regardless of whether the laptop is used in the office or at one's place of residence, or in any other location such as a hotel, conference room or while travelling.

3. Eligibility

- a) All Key Official of GSFC University by default in lieu of desktop computer.
- b) All teaching as well as non-teaching staff of University [whose salary is Rs. 40,000/- or plus] will be entitled for an official Laptop upto Rs. 45,000/- [Inclusive of GST and other charges]
- c) For all employees (officers / executives), Laptop will be allocated purely on the basis of functional needs/ requirements, for which the concerned reporting officer will have to recommend the allocation as per need.

4. Procurement & Reimbursement

- a. Under this policy, eligible employees may procure a Laptop and maintain the laptop on their own responsibility. However, eligible employee is also responsible for maintenance of physical or software damage to Laptop and has to contact Vendor for any such kind of issue by its own; University IT team / Management is not responsible for resolving any such kind

issue.

- b. To get best rates for laptops, the eligible employee has to select laptop model through empaneled vendors of GIL, Govt. of Gujarat. List of vendors and laptops with configuration can be viewed at on online on GIL website. OR The eligible employee can procure directly from Mall or Store [Online procurement will not be considered] by keeping minimum laptop configuration and warranty requirements in view as per Annexure 1.
- c. If an employee retires/resigns from the services of the University before completion of three (3) years from the purchase date of Laptop, the laptop shall be retained by the employees and University will recover following fix amount [from full and final settlement] from him/her as mentioned below:

Table 1

No. of years of purchase	Amount to be recovered
Up to 6 Months	100%
From 6 Months to 1 Year	80%
From 1 Year to 2 Year	50%
From 2 to 3 Year	20%
Beyond 3 years	No Recovery

5. Security Deposit

- a) Refundable Security Deposit equal to 10% of the invoiced price will be retained from the employee while processing reimbursement of the employee. The same will be refunded on expiry of 3 years.
- b) Security Deposit will be paid back after the lock in Period of three years. If anybody breaks the lock in Period, this amount will not be refunded and adjusted against the recovery of dues (if any).
- c) If the employee resigns before 3 years from date of purchase of laptop then the recovery amount will be deducted from his/her full n final settlement as per ratio mention in above table 1 [clause 4.c] (if any).

Employee has to submit “Annexure -4” at the time of leaving organization or completion of tenure of 3 years of procurement of laptop.

6. Procedure

- a) In order to get a Laptop,

1. The employee have to submit PR [Annexure - 2] duly approved along with 2 copies of Annexure 2 and Annexure 3.
 2. The requisition form should be duly approved by reporting authority & Director – Admin. A copy of PR to submitted in Procurement and IT department for reference only
 3. After getting all stage approval an employee can buy laptop from either GIL recommended vendors thru GSFC University or directly from any other seller provided direct Purchase price is lower than GIL RC price. *(Keeping the minimum specification in view).*
- b) After receipt of laptop an Employee has to submit
1. Invoice copy to Accounts department
 2. Approved copy of:
 - Purchase Requisition [Annexure 2],
 - Declaration form [Annexure 3] and
- c) Account department will reimburse the total amount as per actual value of invoice (Maximum up to Rs. 45000/-) after deducting security deposit [Rs. 10,000] in case laptop is purchased directly by Employee.
- d) In case of purchase of Laptop thru GSFC University from GIL Vendor, if amount exceeds to more than Rs. 45000/- the Indenter will bear the exceeded amount that will be adjusted from his/her immediate monthly salary.
- e) Employees, after receiving the Laptop, have to return their Desktop computers to the IT Department.

7. Configuration of Laptop

The IT Department will install [only free software if required] and ensure all the basic software are installed or not and do network setting.

8. Theft /Loss of Laptop

1. If an institute-owned laptop is stolen, its owner is expected to immediately file a theft report with all details as to the time, date, location and any other details that they feel is important with local law enforcement agency.
2. If traveling, the owner must also report the theft to the local law enforcement agency.
3. The Laptop users will have direct responsibility and custody of their assigned machine/s. They will be held financially liable for any loss/thief and damage to the machine due to inappropriate usage / carelessness. In all such cases deduction shall be made as per **Clause 4.C.**

9. Installation of unauthorized Software/Accessories

The employee using the institute laptop shall not install any unauthorized accessories/software like remote desktop software, messengers, chatting software or any malicious software, which may cause problems to the functioning of the Laptop and University network.

Laptop users are required to ensure that they do not download, install or use unauthorized software programs. Unauthorized software could introduce serious security vulnerabilities into University networks as well as affecting the working of your laptop.

If there is damage on account of this the owner will be liable to pay the damages/cost to the Institute or it will be deducted from his monthly salary and any owner violating this may be penalized.

10. Virus Protection

Viruses / Trojans are a major threat to valuable organizational data and laptops are particularly vulnerable if their anti-virus software is not kept up-to-date. In this regards, employees are to ensure installation of license antivirus by their own and user have to adhere following points in order to safeguard their systems from potentially harmful viruses:

- a. The anti-virus software **MUST** be updated at least monthly.
- b. Email attachments are now the number one source of computer viruses. Avoid opening any email attachment unless you were expecting to receive it from that person.
- c. Always virus-scan any files downloaded to your computer from any source (CD/DVD, USB hard disks and memory sticks, network files, email attachments or files from the Internet). Virus scans normally happen automatically if your virus definitions are up to date, but you can also initiate manual scans if you wish to be certain.
- d. Report any security incidents (such as virus infections) promptly to the IT Help in order to minimize the damage
- e. Respond immediately to any virus warning message on your computer, or if you suspect a virus (e.g. by unusual file activity) by contacting the IT Help. Do not forward any files or upload data onto the network if you suspect your PC might be infected.
- f. Be especially careful to virus-scan your system before you send any files outside the organization. This includes EMAIL attachments and CD-ROMs that you create.

11. Laptop Usage

- a) Every owner of the Laptop should intend to use the Laptop mainly for official purposes in the course of their rightful discharge of their duties and not be used for generating, transmitting, corresponding anything that is unlawful or abusive. This may lead to the owner being subject to disciplinary action, suspension from work or any other appropriate action as per the Institute policy and Management Decision.
- b) When an employee takes the laptop out of his/her office, he/she is expected to keep the laptop in hand or sight, or in a secure and locked location, at all times. It is the full responsibility of the owner to safely handle the Laptop.
- c) Never leave the laptop unattended when using it outside the office.
- d) Carry and store the laptop in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage.
- e) During the period, when the owner carries the Laptop with them the same should not be misused for the purpose of transferring the data on to other storage devices.

If any owner were found using malpractice, he/she would be liable for disciplinary action by the organization.

12. General Guidelines

- a) IT department of GSFCU will maintain the updated, proper record of Laptop users.
- b) Institute provided Laptop are intended to be used mainly for official purpose like planning & executing their teaching plans, implementing teaching & assessment from internet/research work, etc.
- c) It is recognized, that it is impractical to limit the use of Institute Laptop only to business use. Therefore, personal use is not prohibited, but the Institute expects user employee to exercise prudent judgment in keeping personal usage to a minimum.
- d) Users are responsible for maintaining appropriate back -ups, especially of the work related documentation & data created that cannot be retrieved by reinstalling operating system or Program.
- e) Turn off Laptop and place it in its folded position any time when it is to be moved.

13. Termination of Employment

On leaving the service of GSFCU, HR Department has to ensure that the dues on account of Laptop are paid by the outgoing user employee as per intimation of IT department.

14. Declaration

Each owner of the Laptop shall sign a standard declaration to the above policy as to the acceptance of the policy. (Format attached at **Annexure- 3**)

Annexure 1 – Minimum laptop configuration

Sr.	Configuration
Option 1	<p>Laptop-1 (AMD Processor Based)</p> <p>Specifications :</p> <ul style="list-style-type: none"> ▪ <i>Processor: AMD A6 7350B Dual Core (3 GHz) or higher, Motherboard with OEM compatible Chipset</i> ▪ <i>Graphics: AMD Integrated Graphics</i> ▪ <i>Memory: 8 GB Ram</i> ▪ <i>HDD : 500 GB or higher 7200 RPM</i> ▪ <i>Screen: 14” or higher LED display</i> ▪ <i>Pre-loaded license Microsoft Windows 10 operating System or higher with Latest service pack.</i> ▪ <i>OEM carry case and with 1 year onsite warranty</i>
Option 2	<p>Laptop-2 (Intel core i5 Processor Based) -</p> <p>Specifications :</p> <ul style="list-style-type: none"> ▪ <i>Processor : 7th Generation Intel® Core™ i5-7200U Processor (3M Cache,2.50 GHz)</i> ▪ <i>Motherboard with Integrated Chipset with Processor or better</i> ▪ <i>Memory: 8 GB Ram</i> ▪ <i>HDD: - 500 GB or higher SATA HDD</i> ▪ <i>Screen: 1” or higher LED display</i> ▪ <i>Wired Communication: Integrated 10/100/1000 Mbps Gigabit Ethernet.</i> ▪ <i>Pre-loaded license Microsoft Windows 10 Operating System or higher with Latest service pack.</i> ▪ <i>OEM carry case and with 1 year onsite warranty</i>

Annexure -2 – Purchase Requisition Form

Doc. No. : _____

Date:

Requested by- Name: _____

Department / Designation: _____

Through: Proper Channel Reporting Authority

GSFC UNIVERSITY						
LAPTOP REQUISITION ORDER						
IMS/PRO/M/S/RO-F01						
DEPARTMENT:						
PR NO. :						
TO :						
PR DATE:						
S.NO	Item	TECHNICAL SPEC./ DESCRIPTION	UOM	QUANTITY REQ.	RECOMMENDED SUPPLIER	Make/ Model
1			Nos			
JUSTIFICATION OF NEED :						
SPECIAL TERMS & CONDITIONS :						
INDENTOR			Head of Dept.		DIRECTOR [Administration]	

Annexure -3: DELECRATION OF USER ACCEPTANCE FOR PROCUREMENT OF LAPTOP UNDER UNIVERSITY LAPTOP POLICY

**To,
Director Administration,
GSFC University,
Fertilizernagar, Vadodara**

Thru Dean / Provost

Dear Sir,

This is to inform you that, I have gone through the Laptop Policy document of our University and have fully understood the terms and conditions consisting in it including security deposit clause.

I declare, that I will adhere to the University Laptop Policy in the manner as stated in the Policy.

I propose to purchase laptop [Please tick]

- 1) Model No. xxx of Make yyy at Rs zzz (Total Price) directly. []
- 2) Thru GIL approved thru GSFC University. []

Thanking you,

Name of the user:

(SIGNATURE)

Designation:

Department:

Date:

Annexure -4: REIMBURSEMENT FORMAT FOR PURCHASE OF LAPTOP.

Name:

Designation:

EMPLOYEE CODE NO:

Department:

Date:

**To,
Accounts Department
GSFC University**

1. I hereby declare that, University has provided me a Laptop under Laptop Policy.
2. Actual Spent Rs. _____ Towards procurement of Laptop for official use only. Please find the Original Invoice No. Dated _____ issued _____ by M/s. _____ Against purchase of the same in support of the same.
3. I request to reimburse me the amount of Rs. _____ Without deducting taxes for procurement of the Laptop as approved by the management.
4. I declare that whatever I have stated above is true and if any information is found incorrect, I shall indemnify for the loss suffered by the Institute if any.
5. I agree that, as per the policy, the University can recover the amount due to me for the said purchase from any amount payable to me by the University in event of my leaving the services of the company or after completion of 3 years of tenure.

Signature:

Name:

Date:

Submitted to:

