Our Ref: Pur/4:1:12(Policy)  

Subject: Policy for providing Computers/Laptop to BIS officers and Staff

The Executive Committee (EC) of BIS has approved a Policy for providing computers/laptop to BIS officers and staff. The approved policy is enclosed at Annex-I. The officers who are willing to use laptop in lieu of desktop computers may submit their request to the concerned authority on the proforma enclosed at Annex-II by 8th Nov 2013.

Sd/-

(A.K. Bansal)
Director (Administration)

Circulated to all offices of BIS
Annex-I

Sub: Policy for providing Computers and Laptops to BIS officers and staff

1. GENERAL

1.1 For the purpose of this policy, Laptop, Notebook, and Netbook Computers are considered in the same class. They are referred to as ‘Laptop’ in this policy. ‘Laptop’ includes all its accessories.

1.2 The working life of Computers/Laptop will be considered as ten(10) years.

1.3 The Laptop to be provided to the eligible officer shall be treated as official equipment in possession of the officer.

1.4 This policy shall be applicable only to the regular officers of BIS.

2. ELIGIBILITY

2.1 It is expected that each employee from the Group A, B & C in BIS shall be provided with a Desktop Computer.

2.2 An officer who is required to complete the updation of database/upload his/her inspection and other reports while on tour from this laptop shall be eligible for choosing to take a laptop in lieu of a desktop computer. Data-card shall also be provided to officers, if required.

2.3 The laptop, in lieu of a desktop computer may be provided to such BIS officers based on their requests for the same and the same is supported by the HoD.

2.4 The officers of the rank of Sc.-B/Asstt. Director & above who are required to carry out official work from their residence on holidays etc. shall also be eligible for issue of a laptop for a short duration.

2.5 The Administration Department may also keep a few laptops that can be issued for short duration to officers not eligible for permanent issue of a laptop as and when they are required to work from home on holidays time.

2.6 The surrendered desktop computers will be given to the other subordinate officers/staff on need basis.

2.7 To the extent possible, printers shall not be given to individual users. Network printers would be provided at a limited locations in the office which can be used by all the users at the given location.

3. PROCUREMENT, REPAIRS & MAINTENANCE

3.1 The laptops procured under this scheme shall be standard machines and no costly/top of the line/fancy equipment shall be procured. However, light-weight laptops shall be procured.
3.2 The laptops to be provided to the officers as above shall be from the existing stock. A minimum stock as fixed with the approval of DG shall be maintained in the Store at HQ.

3.3 Procurement shall be done by Administration Deptt. for officers at HQ/Central Laboratory and NITS and by the concerned DDGs for the officers in the ROs and BOs thereunder as per extant procurement procedures. The procurement of laptops shall normally be made on DGS&D rate contract. In the absence of DGS&D rate contract or where the types of laptop found essential for BIS is not on the rate contract of DGS&D, a rate contract for procurement of laptops may be made by Administration Department. The Regional Offices shall procure laptops as per the rate contract as above.

3.4 Laptops having a warranty of at least 3 years period shall normally be procured.

3.5 BIS shall undertake repair & maintenance of the Laptop as per extant procedure. However, the cost of repairs in any case should not exceed 25% of the cost of the depreciated value of the laptop on the date of repair.

3.6 Laptops which are beyond repairs as by 3.4 above shall be used for harvesting of parts for repairs of other laptops.

3.7 The maintenance contract for laptops after the warranty period shall normally be for labour and service only.

3.8 Safety and upkeep of the Laptops, implying careful handling, protection from damage & theft etc, shall be the responsibility of the officer concerned. Cost of insurance to be done, if any, shall be borne by the officer concerned personally.

3.9 An officer can retain the laptop in case of transfer within the same station.

3.10 The laptop issued to the officer shall be used for the office work only.

3.11 In case an officer is found to be not carrying the laptop provided to him/her as per this policy for official purpose, he/she shall be required to pay an amount equal to twice the annual depreciated value of the laptop provided to him. Repeated mistakes of the same type shall result into the laptop being taken back from the concerned officer.

4. ACCOUNTING & DISPOSAL

4.1 The necessary stock entry shall be made in the Stock register in this regard.

4.2 For the purpose of calculation of book value, a depreciation of 15% per year shall be adopted.

4.3 On completion of working life of the laptop, officers can pay its depreciated value and purchase the same. In any case, irrespective of number of years the laptop is used, the depreciated amount of the laptop payable for purchase shall not be less than 25% of the purchase value of the laptop.

4.4 An officer leaving the organization on retirement or on permanent basis would have the choice to deposit the depreciated value with BIS to purchase the laptop, provided the laptop has been used for at least three years.
4.5 In case of loss or damaged to the laptop, the loss will be recovered from the officer based on the book value of the laptop as stated above.

Annex - II

BUREAU OF INDIAN STANDARDS

PROFORMA FOR USE OF LAPTOPS IN LIEU OF DESKTOP COMPUTERS

Deptt: ______________ Date: ____________

I have gone through the Laptop policy circulated vide note No. Pur/4:1:12 (Policy) dated 24 October 2013. The conditions stipulated in the policy are acceptable to me and I am interested to use laptop in lieu of desktop computer.

I undertake that on receipt of laptop, I will surrender the desktop computer issued to me.

OR

I undertake that no desktop computer has been issued to me.

I request you to issue me a laptop for official use.

Signatures:_____________
Name:_________________
Designation: ___________

__________(HoD)

Recommendation of HoD: __________________________________________________________

____________________________________________________________

_________________________________________________________

(Signature of HoD)

(Name of HoD)

DRA (DDGR/Head BO, in case of RO/BOs)