

EMPLOYEE LAPTOP POLICY

Purpose

To meet the requirement of fast & better communication, employees may need to use information and data readily available all the time.

Laptops are required to be given to the employee who needs to move frequently for official purposes.

Scope

This policy is applicable to all the units of _____ Group.

Policy

Senior employees are required to move frequently and require information and data easily available to them all the time. Hence it is decided that employees of Level _____ & above are entitled to Laptop, subject to their function require the same.

The configuration of the Laptop will be finalized by the Head – of Group IT.

Neoinfinit Multicons Pvt Ltd

The above category of employees can purchase any Laptop as per the following limit.

Business Head : Up to Rs. 1.30 Lakhs

Level ____ & Above : Up to Rs. 1.00 Lakhs

- Depending upon the nature of the job, MD may approve a Laptop for other Levels of employees also; however, the cost of such a Laptop should not exceed Rs. 60,000/-.
- On issuing the Laptop to the employee, unit HRM to obtain the company asset take over form, and the same will be filed in the personal file of the user.
- As technology is changing fast, laptops are also required to be updated regularly. The Laptop can be replaced once in three years depending on the recommendation of the Group IT department. In such a case, the old Laptop can be sold to the supplier in a buyback scheme.
- IT dept will ensure that the Insurance policy for Laptop is taken at the time of purchasing the Laptop.
- The quantity record will have to be maintained, and for that purpose, confirmation has to be taken from each Laptop allotted by December 31 every year.

The Laptop would be budgeted under Capital items, and CIJ has to be put up to MD for approval.