



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Regd. Office: PSEB, Head Office, The Mall, Patiala-147001

Corporate Identity Number: U40109PB2010SGC033814

O/o DGM/IT, PSTCL, Head Office, The Mall, Patiala

Email id: dgm-it@pstcl.org Website: www.pstcl.org

Circular No.: 02
Dated: 27-8-2018

To

1. All EIC/CEs under PSTCL
2. All Dy. CEs/SEs under PSTCL
3. Chief Financial Officer, PSTCL
4. Financial Advisor, PSTCL
5. All Addl. SEs/Sr. XENs/Dy. CAOs under PSTCL

Memo No.: 308 to 312 /IT-1092

Dated: 27/8/2018

Subject: Computer Norms and Guidelines.


The committee of Board of Directors, PSTCL in its 49th meeting held on 27.07.2018 while considering CE/HIS&D Agenda No. 11/CE/HIS&D dated 15.05.2018 regarding Computer Norms and Guidelines has decided that the revised Computer Norms and Guidelines as placed at Annexure-I, shall be applicable for all PSTCL offices for entitlement of Computer Items and other guidelines.

These guidelines shall supersede *Circular No. 46/PSTCL/2010, dated 16.12.2010 "Computer Norms and IT Guidelines for PSTCL offices"*.

The above guidelines are also available under Office Orders and Circulars of IT section on official website of PSTCL, i.e., www.pstcl.org.

This issues with the approval of the competent authority.

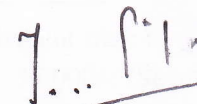
DA: As Above


Dy. General Manager/IT
PSTCL, Patiala

Endst. No. 313 to 317 /IT-1092

Dated:

1. Sr. PS to CMD, PSTCL, Patiala
2. Sr. PS to Director/F&C, PSTCL, Patiala
3. PS to Director/Admin., PSTCL, Patiala
4. PS to Director/Technical, PSTCL, Patiala
5. Company Secretary, PSTCL, Patiala


Dy. General Manager/IT
PSTCL, Patiala

Annexure-I

A: Entitlement of Computer Items

Table No. 1:

Sr. No.	Office/Designation (PSTCL)	Laptop/ Tablet#	Desktop + UPS	Laser Printer	Scanner	Multi-Function Printer
1	CMD/Director	1	1	0	0	1
2	Chief Engineer/SE/CFO/FA/CAO/DGM/Company Secretary	1	1	0	0	1
3	Dy. Secy/Sr. Pvt. Secy	0	1	1	1	0
4	Under Secy./Pvt. Secy/PA/Company Secretary Office	0	1	1	*	0
5	Camp office of Sr No. 1 above	0	1	0	0	1
6	Camp office of HOD	0	0	0	0	1
7	Sr.Xens./Dy.CAO/Dy. Secy./Manager	1	0	0	0	1
8	AE/AM-IT in IT Organization	1	0	1	1*	1*
9	SSE/AE/AMs/AO	0	1	1	0	0
10	Circle Supdt./ Head Clerk/Supdt.	0	1	1	0	0
11	AAE/JE-I/JE-II/SSO	0	1*	1*	0	0
12	Supdt Gr.I/II, SAS Acctt./Div. Accountant	0	1	1	0	0
13	Sr.Asstt/Circle Asstt.	0	1*	1*	0	0
14	UDC/LDC	0	1*	1*	0	0

Tablets shall be admissible to Sr. No. 1 only (optional, in the place of Laptop)

* Common per office per cadre.

B: Notes

1. Apart from the above table, any relaxation in regard to the Laptop or Multifunction Printer shall be allowed with the approval of the designated Committee of Director/F&C, Director/Admin and Director/Technical.
2. Any relaxation in regard to the Desktop/Laser Printer shall be allowed with the approval of the concerned Director. However scanner can be provided with the approval of HOD to office as a whole where MFP has not been issued.
3. Each Laptop/Desktop user is entitled to purchase one no. USB Pen Drive (up to Rs. 600/-) irrespective of storage capacity with the approval of next higher authority.

C: Policy regarding Laptops/Tablets for EIC/CE/Equivalent and above

1. All officers at the level of CMD, Directors, EIC/CE and equivalent may be given the option to choose a Laptop as per the maximum limit of Rs. 75,000/- (Seventy Five Thousand only) including all taxes.
2. The procurement must be made by the officer concerned directly from the Original Equipment Manufacturer (OEM) or their authorized dealers.
3. Laptops shall be bought with three years comprehensive warranty.

4. Laptop purchased must meet the minimum specification as notified by the office of DGM/IT from time to time.
5. The officer can procure the Laptop costing any amount higher or lesser than the sanctioned limit. However, concerned officer shall bear the additional cost over and above the sanctioned limit, if any.
6. The officer shall be personally responsible for the Laptop issued to him for its maintenance, safety, data stored, virus attacks, hacking issues, cyber security issues or any legal issues arising out of pirated software, copyright law etc during its lifetime. PSTCL shall not be responsible for any such matters, arising out, during the use of Laptop.
7. Officer shall be responsible to take appropriate insurance policy for the Laptop for 3 years. The cost of insurance and comprehensive warranty shall be included in the overall limit of cost. Cost of Laptop for the purpose of insurance shall be base price of the laptop including preloaded OS. Any additional software like office suite, anti-virus etc. shall be excluded from the cost of Laptop for the purpose of insurance.
8. There shall be no provision of any claim regarding write-off of Laptop on account of any loss/ damage to Laptop.
9. Re-imburement to the officer shall be made by IT wing after submission of invoices & specification document.
10. After completion of three years of usage of Laptop, officer can anytime pay its residual value as per depreciation table (Table No. 2) to take the ownership of the same and may exercise his/her option for a fresh Laptop as per the policy.
11. In case of the transfer of an officer from PSTCL to any other organization (including PSPCL) and the officer is already equipped with Laptop, the officer shall have the option to buy back or surrender the laptop.

D: Policy regarding Laptops/Tablets for officers except "C" above

1. The Laptops for all officers except "C" above, shall continue to be procured centrally by the office of DGM/IT.
2. The officer shall be personally responsible for the Laptop issued to him for its maintenance, safety, data stored, virus attacks, hacking issues, cyber security issues or any legal issues arising out of pirated software, copyright law etc. during its lifetime. PSTCL shall not be responsible for any such matters, arising out, during the use of Laptop.
3. There shall be no provision of any claim regarding write-off of Laptop on account of any loss/ damage to Laptop.
4. In case of promotion of an officer, the officer shall continue to use the same laptop if the laptop has not completed life span of five years.
5. The officers, who are already issued a Desktop/Laptop, shall not be entitled for new laptop until the expiry of life span of already issued desktop. The life span of Laptop shall be considered 5 years.

E: General Guidelines:

1. Proper handling/upkeep of all the computer items and data security shall be ensured by the respective officer/official. However, designated IT office under PSTCL will act as a

nodal agency to ensure proper maintenance of immovable IT items (like CPU, Monitor, Printer, UPS, keyboard and mouse etc.), both during the warranty period and beyond the warranty period. The warranty of 5 years shall be taken for each IT item, if firms provide.

2. The IT office shall always have sufficient stock and spares available at all the times to cater to emergent replacements arising out of unforeseen circumstances.
3. The user shall be responsible to refill the printer toner/cartridges at his/her office level.
4. The problems regarding independent internet connections and modems shall also be handled by the concerned office.
5. The officer/In-charge himself/herself shall be responsible for any legal issues arising out of pirated software, copyright law, hacking issues and PSTCL shall have no responsibility of such matters whatsoever.
6. Anti-virus license services for the desktop computers shall also be procured in bulk, centrally by the office of DGM/IT. The record of Anti-virus licensing, Windows licensing and all other OS and software licensing shall also be kept centrally by the office of DGM/IT. This will also help to avoid overriding of original software with the pirated software.
7. The movable IT items (e.g. Laptop, Tablet etc.) shall be issued by name and record shall be maintained centrally in the office of DGM/IT.
8. The immovable IT items (e.g. CPU, Monitor, Printer, UPS, Keyboard, Mouse etc.), shall be issued to the post/office and the officer concerned/in-charge shall ensure maintenance of proper record/entries of all immovable IT items as issued/provided to individuals in respective office T&P Registers. The concerned officer will procure/repair keyboard, mouse, UPS on its own after the expiry of warranty period.
9. The laptops issued to the officer shall remain the property of PSTCL but in possession of the officer till the time the officer surrenders the laptop.
10. Depreciation of all IT items shall be charged @32% of the cost per year on straight line method subject to the condition that the disposal price in any case is not less than 10% of the book value.
11. Depreciated/Residual value of IT items shall be calculated as below:-

Table No

Year	Depreciated/Residual value
At the end of year 1	68% of purchase value
At the end of year 2	36% of purchase value
At the end of year 3 & beyond	10% of purchase value

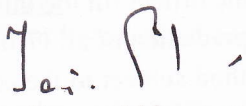
12. To calculate depreciated value for a part of the year, proportionate depreciation rates shall be applicable.
13. The IT item issued to a specific post or person shall be transferred to any other post or person (if required), under intimation to the office of DGM/IT and necessary records will be kept at centralized level.
14. All existing computer items in PSTCL offices as issued by erstwhile PSEB or PSPCL, shall be treated as property of PSTCL. However, ongoing warranty/AMC provisions for such items shall remain in force.

15. After warranty period, up-gradation/replacement of the Computer items, if required, shall be subject to specific approval of HOD.
16. Obsolete/un-serviceable Computer systems/items like PC/Laptop, printers, UPS etc., not in working order, if any shall be surveyed off by the respective office(s) with the approval of HOD and shall be returned "without value" to nearest PSTCL S&D Store for its further disposal.
17. CMD/Director/Chief Engineer/CFO/FA can also opt for owning the IT items provided by PSTCL for their camp office in the event of retirement/ resignation/ transfer by making payment of the residual value to take the ownership of the same.
18. Each of the HOD/officer-in-charge shall assess the computer skills of officers/officials working under his charge and requirement of up-gradation of skills, training, etc. shall be intimated to the IT office, PSTCL which shall organize computer training programs in consultancy with the training cell from time to time, based on the above requirement.
19. IT wing shall finalize minimum technical specifications of computer hardware/software items from time to time so as to meet with the basic IT support requirements in PSTCL offices.
20. Technical specification of computer hardware/software requirement arising for any specific project/purpose shall be decided on case to case basis.

F. The life span of various items shall be as under:

Table No. 3

Name of Item	Desktop Computer	Printer/MFP	Scanner	UPS
Life-span	5 years	5 years	5 years	5 years


Dy. General Manager/IT
PSTCL, Patiala