



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

O/o SE/IT, The Mall, Patiala

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

Circular No. 6 /IT-1092

Dated: 24-9-2020

The prevailing Computer Norms and Guidelines are amended as under:-

Clause (A): Entitlement of Computer Items (Sr No.9) is replaced as follows:-

Sr No	Office/Designation(PSTCL)	Laptop	Desktop	Laser Printer	Scanner	Multifunctional Printer
9.	SSE/AE/AM's/AO	1 ^s	1 ^s	1	0	0

^s Desktop Computer or Laptop shall be issued at the Level of AE and equivalent.


Clause(C): Policy regarding Laptops/Tablets for EIC/CE/ Equivalent and above, is replaced as follows:-

1. All officers at the level of EIC/CE and equivalent may be given the option to choose a Laptop as per the maximum limit of Rs. 75,000/- (Rs. Seventy Five Thousand only) including all taxes. For CMD & Directors, the maximum limit is Rs.1,50,000/- (Rs One Lac Fifty Thousand only) including all taxes.
2. The officer may choose Make and Model of his/her choice of laptop of desired specification within limit specified in Sr.no.1 above and intimate the same to the office of SE/IT. The office of SE/IT shall procure the laptop and issue the same to the officer after making necessary entries in record.
3. In case the officer intends to buy the laptop on his own, the following conditions must be adhered to:-
 - i) The procurement must be from the Original Equipment Manufacturer (OEM) or their authorized dealers.
 - ii) Laptop purchased must meet the minimum specification as notified by the office of DGM/IT from time to time.
 - iii) Laptops shall be bought with three years comprehensive warranty.
 - iv) 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.
 - v) 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.
 - vi) 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.

vii) Re-imbusement to the officer shall be made by the office of SE/IT after submission of Invoices & specification document.

4. There shall be no provision of any claim regarding write-off of Laptop on account of any loss/damage to Laptop.
5. 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.
6. 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.


The other clauses of Computer Norms & IT Guidelines shall remain same. This issue with the approval of competent authority.


SE/IT
PSTCL Patiala

Endst No. 665 /IT-1092

Dated: 24-09-2020.

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. EIC /HIS &D, PSTCL,Patiala
6. Company Secretary, PSTCL, Patiala
7. CAO, PSTCL,Patiala
8. CFO, PSTCL,Patiala
9. CE/TS, PSTCL,Patiala
10. CE/P&M, PSTCL,Ludhiana
11. CE/SLDC, PSTCL,Patiala


SE/IT
PSTCL Patiala