



**PUNJAB STATE TRANSMISSION CORPORATION LIMITED**  
(Office of Superintendent Engineer/IT, PSTCL, Patiala)  
Corporate Identity Number: U40109PB2010SGC033814  
**GSTIN No. 03AAFCP4714J1ZAK**  
Website: www.Pstcl.org Email id: se-it@pstcl.org

To

**Circular No: 11/IT-1092**  
**Date: 22-12-2023**

1. All HODs in PSTCL
2. Company Secretary, PSTCL, Patiala
3. Dy. CE/TA, PSTCL, Patiala

Memo No: 776/IF-1092

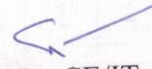
Date: 22-12-2023

**Subject: Computer Norms and Guidelines for PSTCL - Amended .**

This office circulated subject cited Norms & Guidelines vide Circular No. 9/ IT-1092 dated 30.01.2023. These Computer Norms & Guidelines are hereby amended (i.e. Clause C.5 & D.18). As such the amended Computer Norms & Guidelines are enclosed herewith.

This issues with the approval of the competent authority.

DA/- As above

  
Dy.CE/IT  
PSTCL, Patiala

Endst. No. 777-780/IT-1092, Date: 22/12/23

1. Sr. PS to CMD, PSTCL, Patiala
2. Sr. PS to Dir. /F&C, PSTCL, Patiala
3. Sr. PS to Dir. /Admin., PSTCL, Patiala.
4. Sr. PS to Dir. /Technical, PSTCL, Patiala.

**COMPUTER NORMS AND GUIDELINES FOR PSTCL****A: Entitlement of Computer Items****Table No. A.1:**

Sr. No.	Office/Designation (PSTCL)	Laptop/ Tablet#	Desktop + UPS	Laser Printer	Scanner	Multi- Function Printer
1.	CMD/Director & their camp offices	1	2	0	0	2
2.	Chief Engineer/ CFO	1	1	0	0	1
3.	SE/ CAO/ DGM/ Company Secretary	1 <sup>§</sup>	1 <sup>§</sup>	0	0	1
4.	Dy. Secy/Sr. Pvt. Secy/ Under Secy./Pvt. Secy/PA	0	1	1	1*	0
5.	Sr.Xens./Dy.CAO/Dy.Secy./Manager	1 <sup>§</sup>	1 <sup>§</sup>	1	0	0
6.	DM/AM/ JE** in IT Organization	1	0	1	1*	0
7.	AEE/DM/AE/AM/Sr. AO/AO	1 <sup>§</sup>	1 <sup>§</sup>	1	0	0
8.	Circle Supdt./Head Clerk/Supdt.	0	1	1	0	0
9.	AAE/JE-1/JE-II (working in offices)	0	1	1*	0	0
10.	Supdt Gr.I/II, SAS Acctt.,/Div. Accountant	0	1	1	0	0
11.	Sr.Asstt/Circle Asstt.	0	1*	1*	0	0
12.	UDC/LDC	0	1*	1*	0	0
13.	For each Sub Station (for office works)	0	1	1	0	0

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

\* In normal circumstances items will be shared among officials in the same office at same location. However, if required more than one, it will be allowed with justification on the specific recommendation of HOD to Director-in-charge.

§ Either Desktop or Laptop shall be issued to officers/ posts at Sr. No. 3, 5 and 7.

\*\* JE/IT who is exclusively working/ involve in software designing, development, testing, maintenance etc. will be provided laptop at the recommendations of DGM/ IT.

**B: Notes**

1. Any relaxation in entitlements shall be allowed with the approval of Director-in-charge of IT on the recommendation of concerned HOD.
2. Scanner and UPS will be provided with the approval of HOD, wherever required. The technical specifications and maximum cost & procedures of procurement and maintenance of record will be issued by IT office with the approval of Director-in-charge.
3. Each Laptop/Desktop user is entitled to purchase one no. USB Pen Drive (upto Rs. 600/-) irrespective of the storage capacity with the approval of next higher authority.

**C: Policy regarding Laptops/Tablets for PSTCL Officers/ Officials**

1. The following Officers/ Officials may choose a Laptop of his/ her choice of desired specification up to sanctioned limit amount (inclusive of all taxes) is as under:-
  - a) For Directors, the maximum limit is Rs. 1,50,000/- (Rs. One Lac Fifty Thousand only). However, no limit will be applicable for CMD.
  - b) For EIC/CE/CFO/SE/CAO/DGM/Company Secretary & equivalent will be Rs.75,000/- (Rs. Seventy Five Thousand only).
  - c) For Sr. Xen/Manager/Dy.CAO/Dy. Secretary & equivalent will be Rs.65,000/- (Sixty Five Thousand only).
  - d) For AEE/AE/DM/AM/Sr.AO/AO & equivalent will be Rs.50,000/- (Fifty Thousand only).
  - e) The maximum limit for the officers/ officials of IT organization dealing in software designing, development, testing, maintenance etc. will be Rs.75,000/- (Rs. Seventy Five Thousand only).
2. The officer/ official will adhere the technical specification and detailed procedure to purchase the laptop is enclosed as Appendix to these norms.
3. CMD/Directors/CE/ CFO can anytime pay its residual value as per (Table No.C.5.1), to take the ownership of same and may exercise his/her option for a fresh laptop as per the policy after completion of three years of usage of Laptop
4. The officers/officials other than CMD/Directors/CE/CFO can anytime pay its residual value as per (Table No. C.5.2) to take the ownership of same and may exercise his/her option for a fresh Laptop as per the policy after completion of five years of usage of Laptop,
5. a) In case of retirement/resignation of PSTCL cadre officer/official who has procured the laptop under these norms, he shall have to compulsory buy it back at the depreciated value detailed under Table No. C.5.1/ C.5.2 as may be applicable.

- b) In case of PSPCL cadre officer/ official working in PSTCL who opts for procuring the laptop under these norms, such officer/ official on his transfer/ repatriation back to PSPCL, shall carry the laptop with him/her and shall use the same for his office work in PSPCL too without opting for another laptop under PSPCL policy, if any, till he settles the laptop account in PSTCL. In any case he shall have to do the final settlement of such laptop procured while working in PSTCL with PSTCL only e.g. on his retirement, on resignation, on the completion of lifespan of laptop or on promotion if he opts for new laptop, whichever is applicable as per the depreciated value detailed in table C.5.1/C.5.2 as may be applicable. No dues of the officer/ official as far as laptop is concerned shall be issued by IT wing of PSTCL, only after the final settlement of the laptop.
- c) In case of officer/ official of any other organization working in PSTCL, at the time of opting for procuring the laptop under these norms on his transfer/repatriation back to the parent department, he shall have to compulsory buy it back at the depreciated value detailed as under Table No. C.5.1/C.5.2 (whichever is applicable).

**Table No. C.5.1**

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	10% of purchase value

**Table No. C.5.2**

Year	Depreciated/ Residual Value
At the end of year 1	80% of purchase value
At the end of year 2	60% of purchase value
At the end of year 3	40% of purchase value
At the end of year 4	20% of purchase value
At the end of year 5	10% of purchase value
At any time beyond 5th year	10% of purchase value

*Note: To calculate depreciated value for a part of the year, proportionate depreciated rates shall be applicable and for calculation of depreciated/ residual value of laptop, the purchase value shall be either actual purchase price or sanctioned amount, whichever is lower.*

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6. The officer shall be personally responsible for the Laptop issued/ purchased by 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. There shall be no provision of any claim regarding write-off of Laptop on account of any loss/ damage to Laptop.
8. In case of promotion of an officer, the officer shall continue to use the same laptop if it has not completed its life span.
9. The officer who has already been allotted the Desktop/Laptop by PSTCL is entitled to procure the new laptop and will return the old Desktop/ Laptop to IT Organization as soon as he procures the new one.

**D: General Guidelines:**

1. The procuring agency in PSTCL will be responsible for maintenance during the warranty period. Beyond warranty period, the respective office will have to make own arrangement. The standard OEM warranty shall be taken for each IT equipments.
2. The user shall be responsible to refill the printer toner/cartridges at his/her office level.
3. The problems regarding independent internet connections and modems shall be handled by the concerned office.
4. 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.
5. Windows 10 & above has built-in real-time antivirus named Windows Defender, and the same shall be kept on auto update always. However, if due to any reason Anti-virus license for the Desktop is required that shall be procured by respective offices/ allotters giving the due justification and taking approval from the respective HOD.
6. The invoice must mention the name, designation, office address of officer where the cost of laptop is to be reimbursed by PSTCL. The laptop issued to the officer shall remain the property of PSTCL till the time the officer deposits the residual value and takes the ownership. Necessary entries shall be made in the centralized database of IT items as well as in the service book of the officer by concerned DDO.
7. 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.

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8. 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 PSTCL and after making necessary entries in the centralized database of IT items or as may be specified from time to time.
9. 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.
10. 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) and shall be returned to designated S&D store of PSTCL, and necessary changes shall be made in centralized database of IT items by concerned DDO.
11. CMD/Director can also opt for buy back the IT items provided by PSTCL for their camp office in the event of retirement/ resignation/ transfer by making payment of the residual value (calculated as per table C.5.1)
12. 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 the same 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.
13. 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.
14. Technical specification of computer hardware/software requirement arising for any specific project/purpose may be decided on case to case basis on the recommendation of HOD with the approval of Director-in-charge.
15. In case of death of an officer equipped with an official Laptop, the legal heir shall have the option to buy back (as per applicable depreciated Table) or surrender the Laptop.  
In any other unforeseen events, regarding issues of official Laptops or the recoveries in lieu of laptop, Director/F&C shall be competent to take the decision.
16. IT items spared/ returned to IT wing under these norms, which are either in good working condition or after refurbishing (if required) shall be issued to officers/officials/offices on the recommendation of respective HOD with the approval of Director-in-charge. Necessary entries shall be made in centralized database of IT items by concerned DDO and concerned in IT.
17. Laptops already purchased till date of notification of this policy shall be covered under terms & conditions of the old policy.

  
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18. In case of minor deviations and /or interpretation in the existing policy, Director/F&C shall be competent to take the decision.

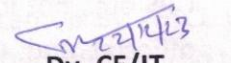
E. **The life span of various items shall be as under:-**

Table No. E.1:-

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

  
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## Appendix

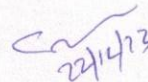
(Appendix to Computer Norms and Guidelines for PSTCL)

### Criteria for purchase of Laptops/ Tablets as per entitlement

- i) Laptop purchased must meet the minimum specification as notified by the IT from time to time with the approval of Director in charge.
- ii) Laptops shall be bought with standard OEM warranty. However, officer shall have the option to take appropriate insurance policy and extended warranty for Laptop upto 3/5 years and shall be personally responsible for meeting the stipulations in clause (iv) below. The cost of insurance and comprehensive warranty shall be included in the overall limit of cost. Any additional software like office suite, anti-virus, etc. for general use of the laptop shall also be included in the overall price limits specified for the respective posts.
- iii) The officer can procure the Laptop at the cost higher or lesser than the sanctioned limit. However, concerned officer will get the reimbursement of cost up to the limit fixed or actual cost whichever is less.
- iv) 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.
- v) Re-imbursement to the officer (EIC/CE/CFO/Equivalent and above) shall be made by the concerned DDO after the submission of bills only. However, before reimbursement of laptop, DDO shall ensure that payment is being made as per the norms and shall invariably made entries in the centralized database of IT items by the concerned DDO for reference & record and also in the service book of the officer, if applicable. Later on also after opting for Buyback of the laptop, etc. by concerned officer, necessary entries shall be made by the concerned DDO in the centralized database of IT items & service books, if applicable.
- vi) Steps for other entitled officers not mentioned in point (v) above is as under:
  - a) The procurement must be done after the issue of office order as per the approval of competent authority. For this purpose the competent authority shall be

  
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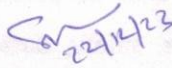


Director-in-charge. Before seeking approval of the competent authority the concerned officer shall certify that: -

1. He has not been allotted any laptop/ desktop from PSTCL.  
OR (as the case may be)  
That he has been allotted laptop/ desktop (pls give details) by PSTCL and that he shall return the same to O/o DGM/ IT before submitting the bills for re-imburement.
  2. He has not been bought any laptop during the last 5 years under these norms.
- b) Re-imburement to the officer shall be made by the concerned DDO after the submission of bills & requisite documents/ approvals as per norms i.e. office order, etc. However, before reimbursement of laptop, the DDO shall make relevant entries in the centralized database of IT items for reference & record and also in the service book of the officer. He shall also verify from the centralized database that no other laptop /desktop stands issued in his name/ post before making payment. Later on after opting for buyback of the laptop etc. by concerned officer, necessary entries shall be made by the concerned DDO in the centralized database of IT items & service books.

  
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