

ION EXCHANGE (INDIA) LTD

POLICY ON LAPTOPS/DESKTOPS/NET BOOKS/ USB / DATA CARDS

Policy No.	ITP - 1
Pages	1 + 4
Eligibility	Ion Exchange Employees

Objective

The purpose of this policy is to streamline the process of procurement and allotment of :

- A. Laptops / Net books
- B. Desktops
- C. USB
- D. Datacard

Deviation on the terms of the policy document can be only with the prior joint approval of ED and CMD.

The policy is effective from 1st April 2012 and every new purchase (including replacement) post the approval of policy by CMD would fall in the ambit of this policy.

A. Laptops/Netbooks

1. All laptops and Netbooks will have to be approved by the HODs with proper justification. In any case, laptops / netbooks will be provided only to the employees who are required to travel frequently and, if the, job responsibility so requires.
2. The Eligibility and budgetary allocation for the laptops/Netbooks would be as under :

Designation	Rs	Equipment Type
Managers up to General Managers	Rs 32,000	Laptop
AVP up to Executive President	Rs 43,000	Laptop
Dy. Managers and below	Market price	Netbook

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The above budget includes the hardware and operating system cost only. Other software would be provided by the company and will be the property of the company under all circumstances.

3. The company contribution in all cases would be limited to the above budgetary allocation only. Over and above this, if the employee so requires, he may contribute and procure the machine of his choice. The configuration available under the above budgetary limit would be provided by IT to the user for decision making.
4. If the employee so decides on purchase of the machine of his own choice, then for making payment, proforma from the vendor will have to be obtained in the name of the company. Excess above the budget above, if any, will have to be re-imbursed to the company immediately or would be deducted from the salary. IT may, however, check the market prices and suggest an alternate vendor.
5. At the time of employee joining or in case of replacement, for any reason whatsoever, if any laptop/netbook (less than 2 years of age from date of purchase), is available with IT department, then the same may be allotted to the employee. However, if the employee wishes to procure a new equipment, then 50% of budget only would be allowed and balance will have to be contributed by the employee.
6. The Laptop/netbook so procured would be the property of the company (irrespective of whether the employee has contributed or not) for a period of 4 years beginning from the date of procurement of the laptop / netbook.
7. Accordingly, all the policies with respect to Security, Data encryption, password, back ups etc would apply.
8. If the employee using the laptop/netbook wishes to purchase the equipment at the end of the 4 years, he may do so. The value offered would be worked out as under :

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Condition	Offer value
Written down value more than the initial employee contribution.	Such excess to be re-imbursed by the employee to the company
Written down value less than the initial employee contribution	Nil

In no case, employee initial contribution would be re-imbursed.

9. Replacement of stolen laptop / netbook will require the approval of the ED and CMD.
10. All laptops/netbooks will be insured against theft. Replacement of stolen laptop will also be subject to filing of FIR and submission of the same to the IT Department for insurance. It should be noted that insurance claim is allowable only if FIR is filed with the Insurance company within 7 working days. The User will be responsible to forward all the documents to IT and also provide clarifications that IT may seek.
11. In case the book value of the asset exceeds the insurance claim receivable, then the difference will have to be re-imbursed to the company by the employee concerned.
12. In case the insurance claim receivable is more than the book value of the asset and the employee had contributed at the time of initial purchase, then the excess will be paid back to the employee. The amount so re-imbursed would be lower of the excess or the initial contribution of the employee.
13. If the instance of theft and the FIR is not forwarded to HO within 7 working days and the insurance claim is rejected on account of delay in filing the claim, then the entire book value would be recovered from the employee concerned.

B. Desktops/Printers/Scanners

1. All employees with the job responsibility pertaining to the office / administration work would be provided with the Desktop only.

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2. Printers and Scanners in the open areas would be provided on shared basis only. Requisitions received with HODs approval for having such facility on the employees desk would be evaluated by IT and with appropriate remarks would be sent for ED's approval.
3. The configuration of the desktop / Printer / Scanner would be decided by Corporate IT only.

C. USBs

USB drive would be provided only on approval of the Department head. However, procurement would be done by Corporate IT. Corporate IT would also have a discretion to evaluate the security aspect prior to providing the USB.

D. Internet Data Card

1. The basis of allotment of the Internet data card will be a function of business need, seniority of grade and travel frequency.
2. Service Provider – standardisation on service provider and tariff plan will be determined by IT which will address technology specific issue associated with the same. Exceptions will be considered on signal strength and other relevant factors.

E. General


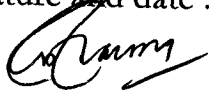
The following policy matters are also to be adhered to :

1. Revision in the budgetary allocation would be only on the joint approval of the ED and CMD.

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2. No employee of the company can hold 2 similar type of company owned equipments at a time. Infact, in case of replacement, the new equipment would be handed over only on the surrendering the old one. The Old equipment alongwith its data would in the custody of IT and data would be maintained in the old equipment for a period of 10 working days. During this time, the employee concerned is suppose to ensure a proper and complete data transfer by IT.
3. IT will not entertain any complaints in regard to improper data transfers once the above period of 10 working days is over. IT will format the system in its custody, ofcourse back up would be maintained on some media.
4. In view of the cost and criticality of data, employees will be solely responsible for the safety and good working condition of the laptop / netbook.
5. Prior to every budgeting exercise, the annual requirement of IT equipments / accessories / should be provided to IT department. The same would then be presented to the management for approval. Any requirement that was not budgeted / provided to IT prior to the budgeting exercise would be treated as non-budgetary and also would not be prioritised in allocation.
6. It would expected that, prior to finalisation of budgets, IT should also be informed about any business specific software that would be required so that the same can be taken for approval during the budgeting exercise.
7. At the time of employee separation, regarding the company equipment with the concerned employee, Corporate IT would record appropriate remarks on the full and final settlement form.

Recommended by :	Approved by:
Signature and date :	Signature and date :
	
Mr Aankur Patni Executive Director	Mr Rajesh Sharma Chairman & Managing Director