


HQ-IT0CAG(RPLY)/1/2023

14 May 2025

REPLY TO RTI 325

1. Refer to your 2025/HQ/ADMIN/RTI-325 dated 09 May 2025.
2. Question wise response to the queries of the RTI are as under :-
What are the terms & conditions for availing Laptop allowance Claim for DFCCIL Employee?
Attention is drawn To Laptop Policy dated 18 Oct 2023.

Plz Mention full details that to be mentioned by an employee while purchasing laptop ?
Same as Para Above.
4. This issues with approval of Competent Authority.



(K.Kailash)
DGM/IT



डेडीकेटेड फ्रेट कोरीडोर

भारत सरकार (रेल मंत्रालय) का उपक्रम
Dedicated Freight Corridor Corporation of India Ltd.
A Government of India (Ministry of Railways) Enterprise

No. HQ/IT/Policy/01

18 Oct 2023

POLICY FOR LAPTOP FOR DFCCIL OFFICIALS

1. **Overview.** In this present era of digital workspaces, state of the art endpoint infrastructure, namely PCs/AIOs, Laptops etc. needs to be provided to Officials for achieving smart and efficient Office functioning. This policy lays down the contours of the modalities to be followed for provisioning Laptop to DFCCIL's employees.
2. **Purpose.** The purpose of this policy is to lay down the entitlement and modalities of reimbursement and repairs of Laptops procured under this policy.
3. **Applicability.** This policy applies to all Officials of DFCCIL including Officials on deputation to DFCCIL but excludes Officials on Contract.
4. **Definition.** The term 'Laptop' under the instant policy encompasses Laptops, Notebook, Netbook and Tablets.
5. **Entitlement.** The Grade wise Cost ceiling (excluding taxes) for procurement of Laptops including cost of genuine OS, essential Software and accessories like detachable keyboard, stylus/pen, dock and any other first level interface with the device is as under:-

SN	Level of Officer	Maximum Entitlement of Cost (Excluding Taxes)
(a)	MD / Director / CVO	As per Requirement/Actuals
(b)	ED / GGM	Rs. 1,50,000/-
(c)	GM (Grade E8)	Rs. 1,30,000/-
(d)	AGM / JGM / DGM (Grade E5-E7)	Rs. 1,05,000/-
(e)	MGR / AM / Jr. MGR (Grade E2-E4)	Rs. 70,000/-
(f)	Sr. Executive / Executive (Grade E0-E1)	Rs. 70,000/-

6. Officials can procure Laptop of any value, however, the maximum reimbursable amount will be restricted to the prescribed ceiling amount given above. Taxes, as applicable, will be paid over and above the prescribed entitlement. Additional costs over and above the reimbursable amount shall be borne by the concerned official. Laptops will be procured in the name of DFCCIL, C/o Employee Name, Designation as per IT Department letter on subject dated 06 Oct 2023

(as modified
from time to
time)

7. **Life**. The utilisable life of Laptops procured under the ambit of this policy will be three (03) years. Officials will be eligible for procuring new laptop on expiry of the utilisable life after depositing the residual value of the laptop.

8. **Acceptable Use and Management of Laptops**

- (a) **Ownership**. All Laptops procured under this policy will remain the property of DFCCIL till such time the employee takes its compulsory ownership by means of depositing its residual value while separating from DFCCIL/end of utilisable life, as the case may be.
- (b) **Acceptable Use**. The Laptop procured under the provisions of this policy is for official use only. Officials are expected to adhere to all IT and IT security policies of DFCCIL and the law of the land. Till such time, a detailed acceptable use policy of DFCCIL is issued GOI policy on use of IT Resource, policy will be adhered to.
- (c) **Verification**. To comply with Audit and Stock verification requirements, whenever required, the laptops shall be physically produced before the IT department at Corporate Office or the appointed Nodal officer at CGM Units.
- (d) **Loss / theft**. The Official shall be responsible for the security of the Laptop including safety, upkeep, careful handling, protection from damage & theft etc. In case of theft / loss of Laptop, the Official concerned shall lodge the First Information Report (F.I.R.) with the Police and inform respective controlling Official.
- (e) **Statutory Compliances**. Under No circumstance, the Laptop will be used for viewing/processing unauthorised, unlawful, content. The user will be solely responsible for Legal/Personal/Administrative actions resulting from unlawful use of the Laptop. DFCCIL will neither be responsible nor liable for any contractual, legal, and statutory issues arising out of the purchase / repairs & maintenance.
- (f) **Compulsory Retention**. Laptop procured under this policy will remain with the Official in the event of transfer within DFCCIL. However, in cases of separation from DFCCIL/ completion of utilisable life, the laptop will have to be compulsorily retained by the employee by paying the applicable residual value of Laptop.
- (g) **New Laptop Entitlement**. The Officials will be entitled for procurement of new Laptop on expiry of utilisable life of the laptop, subject to deposit of residual value of the earlier laptop. The Laptop shall be the property of DFCCIL till such time the Officer deposits its residual value, and takes ownership of the same as laid down in this policy.

9. **Repair/Maintenance Cost Ceiling** The eligible amount for, repair, maintenance over three (03) years period will be restricted to 25% of the cost of laptop and will be as under:

SN	Level of Officer	Maximum Entitlement of Cost (Excluding Taxes)
(a)	MD / Director / CVO	As per Requirement/Actuals
(b)	ED / GGM	Rs. 37,500/-
(c)	GM (Grade E8)	Rs. 32,500/-
(d)	AGM / JGM / DGM (Grade E5-E7)	Rs. 26,250/-
(e)	MGR / AM / Jr. MGR (Grade E2-E4)	Rs. 17,500/-
(f)	Sr. Executive / Executive (Grade E0-E1)	Rs. 17,500/-

10. The ceiling amount stipulated for repair & maintenance shall cover warranty extensions, Insurance, local repairs and maintenance activities, AMC, purchase of spares, replacement of batteries and other hardware, subscription of Software, Antivirus, installation / reinstallation of software etc.

11. No expenditure on repairs & maintenance etc shall be permitted beyond the determined utilisable life of the old Laptop, ie three years.

12. **Reimbursement of Cost of Laptop and Repairs/Maintenance** IT Department at Corporate Office will process all cases of reimbursement of Laptop procurement and its repair / maintenance. At CGM Units a nodal Officer will be nominated by CGM, to process reimbursement of Laptop procurement and its repair / maintenance. The reimbursement for procurement and repair/maintenance will be restricted to entitlement ceilings at Para 5 and 9 above.

13. **Depreciated / Residual Value** The depreciated value of the Laptop will be calculated as given below: -

Description	Year-1	Year-2	Year-3	Residual value at any point of time beyond end of 3 rd year.
Depreciation at the end of year	60%	84%	90%	-
Residual value after the end of year	40%	16%	10%	10%

Pro-rata percentage of Residual Value within year	5% per Month	2% per Month	0.5% per Month	
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14. For calculating depreciation for a part of year, proportionate depreciation prescribed for that year can be divided by 12 for arriving at a value for a particular month within that year. This shall be proportionally added to the cumulative depreciation prior to that year, to arrive at the final depreciation.
15. **Residual Value.** Irrespective of the cost of procurement of the laptop, residual value of the laptop will be calculated based on the actual cost of laptop or the entitled ceiling amount of the laptop whichever is lower.
16. **Impact of Promotion/Redesignation.** In cases of promotion/redesignation, Officials will become eligible for revised entitlements of Laptop/repair & Maintenance cost limit only after completion of utilisable life of Laptop already held with the Official.
17. **Interpretation.** In case of any clarification w.r.t. interpretation of any provisions of this Laptop Policy, the matter should be referred to the Managing Director, whose decision shall be final. The Managing Director can approve modification and amendments to the Laptop Policy.
18. **Review.** This policy will be reviewed every five years or whenever requirements of review is felt in the intervening period.

This Policy supersedes all previous policy on the subject and amendments thereof. This Policy shall come into effect from the date of issue.

R. Sekh
18.10.23
General Manager/IT

All GGMs / GMs
All CGMs

Copy to:

Secretary to MD: for kind information of MD
please.
Director/PP, Director/Infra, Director/Finance, Director/OP&BD & CVO.
All EDs / GGMs / GMs at CO, All CGMs
DGM/IT: For uploading on Intranet for information of all Employees.

No. HQ/IT/Policy/01

06 Oct 2023

REIMBURSEMENT OF IT ASSETS PURCHASED FOR OFFICE USE

1. Reference HR Department's Circular No 32 / 2023 dated 03 Oct 2023.
2. Pursuant to HR Department's Circular no. 32/2023 dated 03.10.2023, claim for Laptop, Laptop Repair and Hard Disk as admissible under DFCCIL Laptop and Hard Disk Policy will be admitted only if the invoice is in the name of **DFCCIL c/o Employees Name & Designation**. This check will be enforced for all devices procured / repair undertaken w.e.f. 04 Oct'2023.
3. It is requested that the contents of the letter be disseminated to all Employees working under your Office.

AGM/IT

All GGMs / GMs

All CGMs.

Copy to: -

- Secretary to MD for kind information of MD please.
- Director/PP, Director/Infra, Director/Finance, Director/OP&BD & CVO.
- All EDs
- Copy for uploading on Intranet.