



Dedicated Freight Corridor Corporation of India Ltd.

(A Government of India Enterprises)

5th Floor, Pragati Maidan, Metro Station Building Complex, New Delhi- 110001

Corporate Identity Number U60232DL2006GOI155068

Web: dfccil.com

No. 2019/HQ/Admin/RTI-621

New Delhi: 14.10.2019

Ms. Sweta Kumari
F-80, 2nd floor
Above Canara Bank ATM,
Near DTDC Courier, Ladosarai
Delhi-110030

Subject: Providing information w.r.t. Original Application received under the RTI Act.2005.

Reference: Your RTI Application dated 10.09.19 received through DOPT.

In continuation to this office letters of even number dated 17.09.19 Information for remaining point as received is attached.

DA: 04 sheets.

(S.K.PANDA)

Dy. G.M/Admn.(PIO)

E-mail: skpanda@dfcc.co.in

9717636811



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.
(भारत सरकार का उपक्रम)
Dedicated Freight Corridor Corporation of India Limited
(A Govt. of India Enterprise)

NOTE

No. HQ/IT/POLICY/01

Date: 17.01.2019

Sub: Clarification - Laptop Policy for DFCCIL Officials

Ref: Laptop Policy No. HQ/IT/Policy/01 dated 15.01.2019.

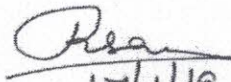
In the Policy letter referred above, erroneously, line item number 3 is shown as under:

3. Following shall be the Cost ceiling of Laptops. Ceiling limit **will also include cost of Software, accessories and all applicable taxes / duties etc.:**

now, is to be read as under:

3. Following shall be the Cost ceiling of Laptops. Ceiling limit **will also include cost of Software, accessories excluding applicable taxes / duties:**

Other Provisions of Laptop Policy No. HQ/IT/Policy/01 dated 15.01.2019 shall remain the same.


17/1/19
General Manager/IT

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.
- Copy for uploading on Intranet.



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No. HQ/IT/Policy/01

15 / 01 / 2019

POLICY FOR LAPTOP FOR DFCCIL OFFICIALS

Ref: Earlier Policies no. HQ/IT/Policy dated 17.06.2011, 19.06.2011, 24.02.2012, 28.02.2012, 30.04.2014, 13.10.2014, 28.10.2016 and 18.12.2018.

In suppression of earlier all Laptop Policies and its amendments for DFCCIL, following **Laptop Policy** has been approved by Competent Authority.

1. For the purpose of this policy, Laptop, Notebook, Netbook and Tablet are considered in the same class. They are referred to as 'Laptop' in this policy. 'Laptop' includes all its accessories.
2. All Officials including deputationists but excluding Trainees / Contract employees will be eligible for Laptop.
3. Following shall be the Cost ceiling of Laptops. Ceiling limit will also include cost of **Software, accessories and all applicable taxes / duties etc.:**

SN	Level of Officer	Maximum Entitlement of Cost (Excluding Taxes)
1	MD / Director / CVO	Rs.1,35,000/-
2	ED / GGM / GM / CGM / GM(CO) / CPM	Rs.80,000/-
3	AGM / JGM / DGM	Rs.65,000/-
4	MGR / AM	Rs.45,000/-
5	Sr. Executive / Executive	Rs.35,000/-

4. Officer concerned shall bear the cost over and above the prescribed ceiling limit.
4. The Laptop should have only Genuine / Licensed Operating system and application softwares. Hindi Fonts to be loaded from Rajbhasha Website.
5. The eligible amount for, repair, maintenance for 3 years period is as under:

Corporate Office :- 5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi -110001
Tel :- +91-11-23454700 fax +91-11023454701 web: dfccil.gov.in (CIN) - U60232DL2006G01155068


Level of Officers	Amount Eligible towards repairs and maintenance (Excluding Taxes)
MD / Director / CVO	Rs. 25,000/-
ED / GGM / GM / CGM / GM(CO) / CPM / AGM (in NFSAG)	Rs. 20,000/-
Officers below the level of GM / CPM	Rs. 15,000/-

6. The **Codal life** of Laptops shall be taken as **three (03) years**. The depreciation of the laptop will be as follows.

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%	10%
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	--

7. 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. The residual so arrived shall be inclusive of all applicable taxes.
8. The ceiling amount stipulated for repair & maintenance shall cover: warranty extensions, Insurance, local repairs and maintenance activities, AMC contracts, purchase of spares, replacement of batteries and other hardware, subscription of Software, Anti-virus etc., facility management services like installation / reinstallation of software.
9. The cost of 02 years extended warranty may be adjusted with admissible repair & maintenance cost and paid along with purchase of Laptop.
10. The Officials will be entitled for replacement of Laptop on expiry of the lifespan subject to deposit of residual value of the earlier laptop.
11. The issued Laptop will be the property of DFCCIL and the invoice must reflect the ownership of DFCCIL and shall contain the Model number and Serial number of the system so procured.
12. The Laptop shall be completely owned by the DFCCIL till such time the Officer deposits its residual value, and takes ownership of the same as laid down in this policy, irrespective of the cost of the Laptop and its method of procurement etc.
13. The officer should give an undertaking at the time of claiming reimbursement for procurement, repairs & maintenance that:
- Laptop has been actually procured / got repaired & maintained by him / her;

- Reimbursed amount is liable to be recovered from him / her in case of false declaration detected at a later date.
 - Complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement shall lie with the concerned official claiming reimbursement and not the sanctioning authority.
14. Unauthorized / objectionable contents must not be loaded in the Laptop. For use of any unauthorized software, the official concerned will be responsible. DFCCIL will neither be responsible nor liable for any contractual, legal and statutory issues arising out of the purchase / repairs & maintenance.
 15. The Official shall be responsible for the security of the Laptop including safety and 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 controlling Official.
 16. No expenditure on repairs & maintenance etc shall be permitted beyond the codal life of the old Laptop.
 17. To comply with Audit requirement as well as Stock verification, the laptops shall physically be produced before the IT department at Corporate Office, if required.
 18. The Laptop procured will remain with the Official in the event of transfer within DFCCIL. However, Official leaving DFCCIL, deputationist on repatriation to parent department / VRS / Retirement etc. has to compulsory deposit the residual value of Laptop.
 19. In case an Official becomes eligible for Laptop of higher cost limit on promotion, the Laptop of higher cost limit shall be provided only after completion of codal life of Laptop already with the official.
 20. In case of any clarification w.r.t. interpretation of any provisions of this Laptop Policy, the matter should be referred to Managing Director, whose decision shall be final. The Managing Director may make modification and amendments to the Laptop Policy.
 21. This Laptop Policy shall come to effect from the date of issue.


 15/1/19
 General Manager/IT

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- All EDs / GGMs / GMs at CO, All CGMs.

