

CENTRAL SANSKRIT UNIVERSITY
Janakpuri, New Delhi

Dated: 24.06.2025

NOTIFICATION

It is notified for information among all concerned that the Executive Council of Central Sanskrit University, Delhi, in its 23rd meeting held on 12.03.2025 vide Agenda Item no.23.9, has approved the "**Laptop issuance Policy**" to the eligible officers at Headquarter Office and Campuses of the Central Sanskrit University, Delhi. A copy of the approved policy is annexed at '**Annexure-A**'.

As per policy, the laptops will be issued subject to availability of funds and approval from the Competent Authority.

This issues with approval of the Competent Authority.


(Prof. R.G. Murali Krishna)
Registrar I/c

Copy for information and necessary action to:-

1. P.S. to V.C. – for information of Hon'ble Vice Chancellor
2. All Deans, CSU, Delhi
3. Registrar's Office
4. All the Campus Director, Central Sanskrit University, Delhi
5. Finance Officer, CSU, Delhi
6. Controller of Examination, CSU, Delhi
7. Librarian, CSU, Delhi
8. Director (MSP), CSU, Delhi
9. Director (Central Schemes), CSU, Delhi
10. Director (Publication), CSU, Delhi
11. Deputy Director (Administration), CSU, Delhi
12. Deputy Director (Finance), CSU, Delhi
13. All Sections/Department Heads of CSU, Delhi
14. Project Officer (I/c) for uploading on CSU Website
15. Guard File



CENTRAL SANSKRIT UNIVERSITY

(Ministry of Education, Govt. of India)

Janakpuri, New Delhi-110058

Annexure-A

LAPTOP ISSUANCE POLICY FOR ELIGIBLE OFFICERS AT HQ OFFICE & CAMPUSES OF CENTRAL SANSKRIT UNIVERSITY, DELHI

1. Purpose: -

Laptop computers provide important functionality and with the change in day-to-day working requirements, a Laptop Computer has become an essential and efficient tool for conducting one's day to day official work, allowing employees to have their computing resource at hand, in meetings, workplace, off- office hours, to be functional and productive while away from office desk. However, like any technology, the user should evaluate the cost of using the laptop computer with benefits derived and use this to be more effective. This policy lays down broad guidelines to eligible employees who, based on the nature of their work, are required to use computing resources, regardless of the time of day, day of the week or geographical location.

2. Scope: -

These policy / procedures apply to all eligible employees who use University's owned laptop. Each employee of an Institute-owned laptop is responsible for the security of that laptop, regardless of whether the laptop is used in the office or at one's place of residence, or in any other location such as a hotel, conference room or while travelling.

3. Eligibility: -

Vice-Chancellor/ Registrar/ Finance Officer/ Controller of Exam/Director of Campuses/ Librarian/ Director (MSP)	Deans, Associate Director of Campus, IQAC Director and IQAC Coordinator, Rector	Director (at Dept./ Section) /Project Officer/ Deputy Director/ Deputy Controller of Exam (Deputy Registrar/ Deputy Finance Officer) *	Assistant Director (Assistant Registrar/ Assistant Finance Officer) *	Section Officer(s) at HQ and Campuses/ Accounts Officer (Internal Audit)
100% of sanctioned strength of the department			Laptops shall be issued after duly taking into consideration the functional requirements and budgetary provisions and based on the recommendations of Sectional/ Departmental Head/Campus Director.	

* The conversion/ rationalization of existing sanctioned posts are under consideration at Ministry of Education/ UGC.

Further, the eligible regular faculty staff members at Headquarters Office and Campuses of Central Sanskrit University may also be issued Laptops who have been entrusted by the Competent Authority with Academic Administration duties exclusively or in addition to teaching works. In case of campuses, laptops shall be issued based on the recommendations of Campus Director.

Note:

- Only one laptop will be issued to an eligible employee irrespective of holding the multiple positions/charge/ responsibility.
- No laptops will be issued to Contractual/ Consultant Staff engaged at HQ Office and Campus Level. Vice-Chancellor, CSU, Delhi at his discretion may approve relaxation for issuance of laptop to such staff engaged for Technical Work, Expert Consultancy work in nature. However, in such cases, the total no. of laptops to be issued shall not be more than 10% of such strength along-with execution of a bond regarding return of laptop to the University at the time of leaving the services of University.
- However, such contractual staff shall not be eligible for retaining the laptops as available for regular employees as mentioned at clause 9 below. The safety, security and maintenance clauses regarding the device as contained in this policy, shall be applicable in respect of contractual staff who have been issued with the Laptops as per provisions.
- No laptops will be issued to Outsourced Staff.

4. Cost of Device: -

The cost of device shall be Rs. 1,00,000/- + taxes. However, for devices with Make-in-India (MII) component of more than 40%, the price ceiling shall be Rs. 1,30,000/- + taxes. The above price ceiling is inclusive of cost of standard software*. The cost of device shall be updated in terms of OM issued on time to time by Dept. of Expenditure, Ministry of Finance, Government of India.

***Standard Software:** Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.

5. Purchase Procedures: As per the provisions of GFR-2017, purchases of Laptop by the University shall be made in a centralized manner, strictly through the GeM portal. Additionally, while drafting bids for procurement, efforts should be made for inclusion of following provisions: -

- A 4-year warranty for the procured items.
- Pre-installed Original Microsoft Office Suite up to the period of warranty.
- Licensed Antivirus Software up to the period of warranty.
- The Standard Software should be of the make as suggested/ prescribed by Government of India updated on time-to-time or prescribed by the OEM.

6. Ownership, Safety, Security & Maintenance of Device: - The complete ownership of the device shall be vested in CSU, Delhi. The expenditure to be incurred for the maintenance and upkeep of the device post warranty period is to be borne by the CSU, Delhi, except in case where the device retained by concerned employee as per provisions. However, the officer, who is given the device, shall be personally responsible for safety and security of

data/information. The officer concerned will be at liberty to get the device insured at his/her personal cost.

7. **Book value of the device:** - For the purpose of calculation of the book value, a depreciation of 25% per year (pro-rata basis), on straight-line method, be adopted.
8. **Beyond Economical Repair (BER):** - When repair cost is considered too high (exceeding 50% of book value of equipment taking depreciation into account). Such cases should be dealt on case-to-case basis and should have concurrence of Finance Officer of the CSU, Delhi.
9. **Conditions at the time of Transfer, Superannuation, etc, and Retention of Device:** -
 - (i) In case where the eligible employee of CSU, Delhi proceeds on deputation to Central/ State Government/ Autonomous Bodies/ University etc., the eligible employee shall surrender the device in perfect working condition to the Administration Section. The issuance of No Dues Certificate by the Administration Section shall be subject to receipt of device in proper working condition and to the satisfaction of the University.
 - (ii) In case of the transfer of the eligible officer of CSU, from HQ Office to any Campus (or vice-versa) or from one Campus to another Campus, he/she shall surrender the device to his existing Campus/HQ Office (before relieving) in perfect working condition. In case, an eligible employee transferred to another station after completion of four years of purchase of laptop, he/she shall have the option to retain it as per clause 9 (iv) of this policy.
 - (iii) Post completion of four years of usage, the eligible officer, if interested, may retain the issued device by paying 5% of the initial book value of the device. The Administration Section shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention.
 - (iv) In case from the time of purchase of device, if the residual service of the eligible officer is less than four years or the respective officer leaves the services of University within four years of purchase of device, the eligible officer can exercise both the options: either to retain the device after paying an amount equal to book value of device (calculated as per method given in Sl. No. 7 above) or can surrender the laptop to the University in perfect working condition and to the satisfaction of the University.
 - (v) No new device will be sanctioned to an officer who has already been allotted a device, up to four years except in case of repair which is declared as '**beyond economical repairs**'. In such case, the old device shall be returned by the officer to the University, and he/she will be eligible for a new device (based on the functional necessity). A **BER (Beyond Economical Repair)** certificate to this effect shall be obtained from the OEM or its authorized service centre or agency/company providing AMC services to the University.
10. **Safety and Security of the Device:** -
 - (i) The entitled officer of the University using the laptop is responsible for the security of the laptop, regardless of whether the said laptop is used in the office, at one's place of residence or at any other location or while travelling. Thus, the guidelines on the proper usage of laptop are to be strictly adhere to.

- (ii) In case of theft of laptop within four years of date of purchase, be it within or outside the University Premises, due to any reasons, the University shall recover the cost of that laptop from the employee as per the depreciated value at that time. It shall be discretion of Vice-Chancellor, CSU, Delhi to impose further penalties on account of loss of sensitive official information.
- (iii) In case of theft of laptop after the period of four years of date of purchase, the employee shall pay 5% of the book value of the laptop to the University.
- (iv) In case there is a physical damage to laptop within 04-years of date of issue, the employee shall be liable to get it repaired through authorized service centre or the repairing charges incurred by the office for the same may be recovered from the monthly salary of the employee.
- (v) The University shall reserve the right to conduct physical inspections and examinations of laptop without prior notice to the employee who is at that time is the custodian of laptop. The employee shall be duty bound to submit the laptop to check the physical presence.

11. **Modification/ Relaxation:** - The Vice-Chancellor, Central Sanskrit University, Delhi is authorized to carry out any modification or give any relaxation in the above policy as may be required in the interest of work.
