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Royal University of Bhutan College of Natural Resources



CNR Laptop Distribution Scheme: Terms of Reference, 2015

- 1 **Objective:** *The objective of this guideline is to improve the working efficiency of the staff, cut down cost on maintenance, and create a shared responsibility between the office and the staff. The guideline will also reduce administrative burden since the procurement need not go through the normal tender process. This Policy will supersede all other guidelines/rules and regulation with regard to procurement of computers for CNR.*
- 2 **Issuing Policy:**
 - 2.1 All staff at position level P5 and above will be entitled to procure laptop. Those staff below P5 level category, ICT Technician, Accountant, Estate Manager, Lab & Library (one each) and Exam Cell is entitled to procure laptops. However, for **contract** employee, the laptop will not be issued.
 - 2.2 The users must duly fill and sign a **Laptop Requisition Form** with the recommendation of ICT Officer and final approval from the president.
 - 2.3 The Users shall be given a lump sum **Nu. 40,000/- (forty Thousand only)** for the initial period.
 - 2.4 The respective staff can procure good quality laptops with top up or equal from Nu.40,000/- sanctioned by the management.
 - 2.5 Staff are expected to procure laptop that is of a standard quality with required specifications to perform the stated job responsibilities of the staff (Ethernet port for Network, projector connector with HDMI provision)
 - 2.6 The individual concerned shall be held responsible and liable to replace all loss, damage, or deterioration of the laptop, unless it is evident based beyond reasonable doubt to concern authority.
 - 2.7 Individual staff will procure the laptop; however, it may be suggested that a bulk procurement coordinated by the Procurement Officer may be done to get the maximum value for money.
 - 2.8 The laptop computers will be stock registered by store In-charge and the write off at the end of the 5 years.
 - 2.9 The user shall be given a time period of **a month** from time of release of fund to his / her account by the Finance Section. After procuring laptop, he/she should sign the Laptop User Agreement Form with ICT Section within a week.



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3 Priority of issuing a Laptop shall be in following way

- 3.1 First priority shall be given to those who are receiving the Laptop for the first time.
- 3.2 Priority of reissuance of a Laptop to a user after the completion of five years shall be done by the CMC/President in consultation with the ICT officer.

4 Maintenance Policy

- 4.1 The management / ICT office of the college is not responsible of damage or loss of the laptop.
- 4.2 The property is fully under the jurisdiction of the user and any damage or loss the users is liable to bear the complete expenses of maintenance, ICT Office will provide maintenance, provided that the problem is within the resolving capacity of the ICT personnel.
- 4.3 The users must refrain from installing any illegal pirated software which sometimes damages the operating system (OS) and hardware components.

5 Return Policy

- 5.1 In case of the user leaving more than 12 months from the time of release of funds from the finance section, the user shall be liable to pay full amount with **0%** depreciation.
- 5.2 In case of transfer/resignation/superannuation before completion of 5 years terms, individual staff will pay back the depreciated amount (**20%**) of the laptop to the office on the date of transfer/resignation/superannuation and thereon take full ownership of the computer.
- 5.3 The ICT office shall be responsible to inform or notify the individual to pay the depreciation amount of the laptop. If the user fails to do so, the list of users shall be submitted to management for further decision and necessary action.
- 5.4 In case of calculating depreciation after one year, number of months shall be included and number of days shall be relaxed.
- 5.5 User **MUST RETURN** their laptop issued under the *CNR laptop distribution scheme*, if his / her employee status becomes invalid (.i.e. death)



6 High End Laptop/Desktop:

Definition: A computer with a high level of performance (**processor core i7 and above**) as compared to a general-purpose computer that cost ceiling is up to 70,000/- and which will be fully funded by CNR, RUB.

- 6.1 Only Estate Manager, GIS instructor (for GIS teaching), and ICT Manager are entitled for high-end laptops/desktops.
- 6.2 Procurement of high-end laptop/desktop the required specification will be provided by the ICT office.
- 6.3 The ownership of high-end machines by default will be the College. Therefore, the users are not allowed to claim the ownership and upon transfer and resignation the system will be returned to ICT Office.
- 6.4 The official handing/taking note between the ICT official and recipient will be done and at the same time a copy of note will be forwarded to the Store In-charge for recording and file up for the future references.
- 6.5 As per the tender and procurement rules, the vendor will be liable to replace or repair the manufacturer defects within the warranty period of 12 months with effect from the date of delivery. However, upon the expiry of warranty period the respective users are then liable to bear the loss and damage of the laptop caused by negligence or misuse.
- 6.6 Any defects or damages, the ICT office shall investigate and upon verification, the management will decide whether the users or management will bear the maintenance cost upon the recommendation received from the ICT office.

7 Procurement of Laptop under Project Fund

- 7.1 Users are entitled to buy only if the required systems to procure are specified in the project document. However, the budget ceiling to procure will be up to Nu. 70,000/-.
- 7.2 If users owe a laptop under the *CNR Laptop Distribution Scheme* he/she should refund the depreciation amount of 20% from the total amount of Nu.40, 000/- to the college to enable the users to apply for a new laptop budget.
- 7.3 Reissuance of a Laptop to a user after the completion of five years term the decision for approval shall be done by the CMC/President in consultation with the ICT office.



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7.4 The users shall duly fill up and sign a *Laptop User Agreement Form* and submit to the ICT Office and at the same time the necessary records will be maintained by the College Central Store In-charge accordingly.