



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 individuals purchase the laptop. This Policy will supersede all other guidelines/rules and regulation with regard to procurement of laptop for CNR.*
2. **Issuing Policy:**
 - 2.1. All staff at position level P5 and above will be entitled to procure laptops. Those staff below the P5 level category, ICT Technician, Accountant, Estate Manager, Lab & Library (one each) and Exam Cell are entitled to procure laptops. However, for **contract** employees, the laptop is not entitled under this scheme.
 - 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. 60,000/- (Sixty Thousand only)** for the initial period.
 - 2.4. The respective staff can procure good quality laptops with top up or equal from Nu. 60,000/- sanctioned from the college fund.
 - 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.



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- 2.9. The user shall be given a time period of ***a month*** from the time of release of funds to his / her account by the Finance Section. After procuring a laptop, he/she should sign the Laptop User Agreement Form with ICT Section within a week.
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 for damage or loss of the laptop.
 - 4.2. The property is fully under the jurisdiction of the user and any damage or loss, the user 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, the 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:**

