



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड  
Oil and Natural Gas Corporation Limited

Department of Employee Relations  
Corporate Policy Section

तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No. ONGC/ER/CP/GAD/004

Dated: 16<sup>th</sup> September, 2013

**OFFICE ORDER ( 35 / 2013)**

**Subject: LAPTOP SCHEME - 2013**

The Executive Committee, in its 424<sup>th</sup> meeting held on 28<sup>th</sup> December, 2012 at New Delhi and 9<sup>th</sup> special EC meeting held on 14<sup>th</sup> August, 2013 at Dehradun, approved the laptop scheme -2013. The details of this scheme are as under:

**1. ELIGIBILITY:**

The following categories of employees are eligible to purchase the laptop under this scheme:

a) E-0 and above level executives ( including Graduate Trainees and upgraded executives ) in respect of whom the laptop issued under the previous laptop scheme has been transferred in their name after completion of four years from the date of purchase.

Other executives would become eligible for laptop under this scheme as and when the laptop issued under the previous laptop scheme is transferred in their name after completion of four years from the date of purchase.

(b) S - Level non-executives.

(c) Eligible employees having less than one year service left before superannuation.

Such employees shall have to buy back the laptop at the time of superannuation on payment of book value.

(d) Executives on deputation to ONGC from other organizations / Govt. provided their parent organization has no objection for the same.

Such executives shall submit an undertaking stating that in case of their repatriation before completion of four years from the date of issue of laptop, they shall buy back the laptop on payment of book value.

(e) Eligible Employees of ONGC on deputation / secondment to other organizations / Govt.

However, in case of absorption in the borrowing organization before completion of four years from the date of purchase of laptop, they will have to buy back the laptop on payment of book value.

(f) Employees whose resignation is under process will be eligible for laptop only if their resignation is not accepted and they decide to continue in ONGC.

(g) Employees who are on unauthorized absence and / or absconding shall be eligible for purchase of laptop after they join on duty and the period of absence is regularized.

(h) Employees holding official laptop are eligible for the laptop under this scheme. The official laptop issued to these employees would be used for common purposes in the concerned section.

## 2. COST CEILING:

LEVEL	COST CEILING (Rs).
E-0 / S Level	Fifty thousand ( 50,000 /-)
E-1 and above level executives	Sixty Five Thousand ( 65,000 /-)

Antivirus software and other licensed application software can be availed from ONGC through Corporate Infocom.

## 3. MINIMUM SPECIFICATIONS OF LAPTOPS:

The laptops to be purchased by the eligible employees should have the following minimum specifications:

Sl.No	FEATURE	DESCRIPTION
1	Processor	Intel Core i-5 or higher
2	Memory	4 GB
3	Storage / HDD	128 GB
4	Display	10"with minimum resolution of 1280x720
5	Network Port	One RJ 45 network port 100 / 1000 autosensing
6	Operating System	Preloaded Licensed ( Compatible to Windows domain, Minimum Windows 7 professional)
7	Warranty / extended warranty / AMC	Four years

## 4. PROCEDURE OF PURCHASE:

To purchase the Laptop, the employee shall apply for advance compulsorily through web-ice. The Laptop should be purchased in the name of 'ONGC – Account: Name of employee and CPF No'. The adjustment of advance along with photo copy of original bill / warranty card, if any, should be submitted within a period of 30 days (60 days for employees working on 14 / 28 days On / Off shift pattern) from the date of drawl of advance, failing which the amount of advance drawn shall be recovered along with penal rate of interest at the rate of 18% per annum. Purchase of Laptop in the name of individual shall not be allowed. Original bill may be required to be produced for verification.

**5. MAINTENANCE:**

- a) The Employees shall keep and maintain the laptop in good working condition. They will be entirely responsible for security of data / information loaded in the laptop.
- b) The safe custody of the laptop and its insurance will be the responsibility of the individual.
- c) Facility management support would be provided by ONGC through ongoing maintenance contracts.

**6. BUY BACK PROVISIONS:**

- a) At the end of four years from the date of purchase, the laptop shall have to be purchased by the users at the book value computing depreciation at applicable rate as per The Income Tax Act, as modified from time to time.
- b) In the event of separations from service on any ground other than death or pre-mature retirement on medical ground before expiry of four years period, the employees shall have to compulsorily buy back the laptop at book value computing depreciation at applicable rate, as per The Income Tax Act, as modified from time to time. In cases of death or pre-mature retirement on medical ground, the laptop shall be transferred to the nominee / employee free of cost.

**7. GENERAL CONDITIONS:**

- (a) The Employees who are provided the laptop under this scheme shall have to compulsorily bring it to office for official work. All efforts shall be made to reduce the purchase of desktop PCs for office use.
- (b) Employees shall use only licensed software in the laptop. Any liability out of non-compliance of this condition would remain with the individual concerned.
- (c) On transfer, the employees shall carry the laptop to the new place of posting.
- (d) In case of any tax implication arising out of the buy back of the laptop by the employees, the tax component, if any, will be borne by the Company.
- (e) On introduction of this scheme, the existing scheme of purchase of Laptops in respect of executives shall be discontinued. In respect of S-Level non-executives, the first and second interest free computer advance scheme for purchasing computer / Laptop, shall be discontinued. In cases of 'S' level employees who avail the laptop facility, the outstanding principle of interest free computer advance, if any, shall be recovered in three equal installments, on introduction of this scheme.

  
(PRADEEP SAHARIYA)  
ED-CHIEF, ER