

**Norms for providing the Computer Hardware to Officers/Officials in Himachal Pradesh Power Corporation Limited (HPPCL)**

1) Category wise Guidelines for Computers /Laptops & Printers are as under.

Sr. No	<u>Category</u>	<u>Guidelines for Computers /Laptops</u>	<u>Printers</u>
<u>1</u>	<u>Executives E0-E9</u>	<p>Either of the Desktop or laptop shall be provided.</p> <p>All the HoPs/ HoDs shall be provided with both Desktop and Laptop also.</p>	<p>Individual Laser MFP Printers shall be issued to the officer/officials of the level of Sr. Manager (E6) and above.</p> <p>In all other cases, MFPs and other printers shall be shared by executives/supervisors/workmen sitting in a Hall/Room. Heavy duty/duplex printers shall be provided as per specific requirement.</p>
<u>2</u>	<u>Supervisor S0-S4</u>	<p>Desktops shall be provided to all the supervisors at Corporate Office and Design Office.</p> <p>At field level, Desktops shall be provided to those who are assigned office works.</p> <p>Supervisor assigned field duties shall be given shared Desktops. For every two individual one Desktop shall be provided.</p>	<p>Printers will be shared by executives / supervisors/workmen sitting in a Hall/Room.</p>
<u>3</u>	<u>Workmen W9-W4</u>	<p>In workmen cadre, all the Computer Operators and secretarial Cadre staff shall be provided with Desktops.</p> <p>Desktops shall also be provided to those assigned clerical works.</p> <p>Further one or two Computers with restricted access shall be provided in general pool at some common places in all the offices for other workmen cadre staff for assessing ESS and other information.</p>	<p>Printers will be shared by executives / supervisors/workmen sitting in a Hall/Room.</p>

2) **Replacement of new hardware:** The replacement of new Laptops/Desktops /printers shall be done from higher level officials/officers to the lower level officers/official on seniority basis. Laptop/computer so spared shall be issued to the other lower level officers/officials in other departments /locations, as per the requirement basis.

- 3) Computer items must be deposited/ handed over in the office of concerned immediately in the event of transfer /repatriation/ superannuation. The incumbent taking over shall be allowed to take the possession of computers.
- 4) Corporate IT&C office shall finalize minimum technical specifications of computer hardware/ software items from time to time so as to meet with the basic IT support requirements in HPPCL offices.
- 5) Proper handling /upkeep of all the computer item and data security shall be ensured by respective office/officer. User shall take adequate measure to ensure the protection of computer system from virus threats etc. and suitable antivirus software(s) shall be used for this purpose
- 6) The relaxation in the norms shall be allowed only after the approval of the Managing Director, HPPCL.
- 7) The above equipment shall be strictly for office use and any deviation will be viewed strictly.
- 8) The requirement of new hardware must be sent through Hardware requisition form as attached at Annexure "A".

**Annexure “A”**

**Computer Hardware Requisition Form**

1. Name of the Office/HEP \_\_\_\_\_

2. Name and Designation of indenting officer \_\_\_\_\_

3. Name and Designation for whom the Computer HW is required

Sr. No	Name of the officer/s	Designation	Requirement	Remarks if any

4. No. of Computers already installed with the same cell/section. \_\_\_\_\_

5. No. of Officer/Officials working in the same cell/ section. \_\_\_\_\_

6. Numbers of officials are using Desktops on shared basis. \_\_\_\_\_

Indenting officer

Approved by

HoP/ HoD