

Delhi State Industrial & Infrastructure Development Corpn. Ltd.
(IT Division)

DSIIDC/IT/06/Laptop/2026/1352

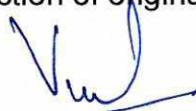
Dated: 15-05-2026

Guidelines for providing of Laptops to the Officers/Officials of DSIIDC

The Competent Authority is pleased to approve the following guidelines for providing of Laptops to the Officers/Officials of DSIIDC:

Eligibility	Officers of the level of Sr. Manager & equivalent (DAOs & AEEs) and above
Cost of Device	Upto Rs. 1,00,000/- plus taxes for MD/ ED/ FA/ E-in-C Upto Rs. 70,000/- plus taxes for other eligible Officers
Purchase Procedure	As per procurement guidelines of GFR-2017
Book Value	Depreciation @ 25% per year (pro-rata basis)
Frequency	Once in 4 years
Retention of Device	Post completion of four years of usage, the Officer shall retain the issued device
Condition at the time of repatriation/ superannuation	Officer can retain the laptop by paying the depreciated cost

It has been further approved by the Competent Authority to allow Reimbursement upto a maximum value of Rs 30,000/- for Junior Engineers and Rs. 35,000/- to Assistant Engineers towards purchase of Laptops on their own from the open Market. The frequency of "Once in 4 Years" is also applicable to JEs' and AEs'. The reimbursement to them will be allowed with the recommendations of the Divisional Head and on production of original bill and physical Laptop.


(Vijit Singh)
Chief Manager (IT)

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1. PS to MD
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1352/IT
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