

India Trade Promotion Organisation
I.T. Services Division

Bharat Mandapam, New Delhi

Date: 6.8.2025

Office Order No. 604/2025

Subject: Policy for Issuance of Digital Devices (Laptop etc.) in ITPO.

In supersession to the Office Order No. Admin/377/2021 dated 18.06.2021 pertaining to the depreciation value of laptops, as well as Point No. 2.11 of the ITPO's User Information Technology Policy (Version 1.1) concerning the retention policy of laptops and other similar orders issued time to time in ITPO, the competent authority has approved the following policy-

1. Device Eligibility

The laptop which includes tablet; phablet; notepad; ultra-book; notebook; net-book; mobile or devices of similar categories (referred to as 'Device' in this OM) may be issued to eligible officers of ITPO strictly for official use, based on functional requirements. The decision regarding issuance shall be taken by the Executive Director, ITPO.

2. Eligibility Criteria

Grade / Designation	Indicative Eligibility	Competent Authority
Manager & Below (and Equivalent)	70%	Upon recommendation of concerned HOD and approval of ED, ITPO and as per availability.
SGM/GM/DGM/SM & Above (and Equivalent)	100%	Upon recommendation of concerned HOD and as per availability.
General Manager & Above (and Equivalent)	100%	Apple Laptop may be issued on request and approval of ED, ITPO

3. Procurement Procedure

Procurement shall be carried out as per General Financial Rules (GFRs) and internal DFPR.

4. Ownership, Safety & Maintenance

Officers shall be personally responsible for the safety, security, and confidentiality of data stored on the device.

5. Usage Guidelines

- i. Devices are to be used strictly for official purposes.
- ii. Installation of unauthorized software or alteration of system settings is prohibited.
- iii. Users are responsible for the security and proper care of the device.
- iv. Devices must not be used to access, download, or distribute inappropriate content.

6. Data Security

- i. Mandatory use of antivirus, encryption, and password protection.
- ii. Sensitive data must be stored on official cloud servers or internal networks, not locally.
- iii. Regular backups should be maintained.
- iv. Lost or stolen devices must be reported immediately to the IT Division and Security.

7. Return Policy

- Devices must be returned in working condition upon:
 - o Transfer to another division
 - o Resignation, retirement, or termination of employment
 - o Upgradation or replacement

This policy shall come enforce with immediately effect and shall be applicable to all future device issuances under ITPO.

8. Book value of the device:

For the purpose of calculation of the book value, a depreciation of 25% per year (pro-rata basis), on straight line method, be adopted. Illustration to determine the book value of the device is given at **Annexure-A**.

9. Retention Policy

- i. Post completion of four years of usage, the officer shall retain the issued device. IT Department shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention.
- ii. No new device may be sanctioned to an officer who has already been allotted a device, in ITPO, up to four years except in case of repair which is declared as 'beyond economical repairs'. In such case, the device shall be retained by the employee without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A Beyond Economical Repair (BER) certificate to this effect shall be obtained from the OEM or its authorized service center or agency/company providing AMC services to ITPO.

10. Conditions at the time of transfer, Superannuation etc.

In case where, at the time of purchase of device if the residual service of the officer is less than 4 years [or in case the officer is transferred/deputed to any Govt. Department and with residual service of less than 4 years] or the officer leaves the ITPO Service within 4 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount equal to book value of the device on such date of relief from Government of India.

11. Commencement

This policy shall be effective with immediate effect and shall remain in force until further notice.

This issues with the approval of Competent Authority.

Digitally signed by
Rakesh Chandra Sharma
Date: 07-08-2025
13:03:04

(Rakesh Chandra Sharma)

GM(IT), ITPO

To: -

- All HODs

Copy for info: -

- PSO to CMD
- PA to ED
- PA to SGM

ANNEXURE-A

In Continuation to the Office Order no. 604/2025

dated 6.8.2025

Example

An eligible officer is issued a device (including standard software) costing Rs. 1,00,000/- plus applicable taxes and levies. Calculation of Depreciation, book value of the device (including software) is as below:

Formula:

Percentage of depreciation = $(100/48) \times \text{No. of months elapsed or completed from the date of purchase of the device.}$

Illustration:

Date of purchase of device	Date of retirement/ leaving the service	Completed months	Depreciation	Book value of the device/amount to be recovered from the employee
20.04.2025	30.04.2026	12 months	25%	75% of the original amount*
20.04.2025	20.10.2026	18 months	$(100/48) \times 18 = 37.5\%$	62.5% of the original amount
20.04.2025	30.04.2027	24 months	50%	50% of the original amount
20.04.2025	19.03.2028	34 months	$(100/48) \times 34 = 70.83\%$	29.17% of the original amount

*Original amount in this case is 1,00,000/- plus applicable taxes and levies.