



पावर ट्रांसमिशन कारपोरेशन ऑफ उत्तराखण्ड लि०
(उत्तराखण्ड सरकार का उपक्रम)

कार्यालय अधिशासी अभियन्ता (सूचना प्रौद्योगिकी)

विद्युत भवन, नजदीक-आई०एस०बी०टी० क्रासिंग, सहारनपुर रोड़, माजरा, देहरादून-248002
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No.: - 472/EE(IT)/PTCUL/IT Resource Policy

Dated:25.07.2018

Office Memorandum

As per approval accorded by Managing Director, PTCUL vide endorsement no. 1445/MD/PTCUL/A-1 Dated: 19.07.2018, the provisions mentioned in "**PTCUL's IT Resources Allotment Policy**" issued vide O.M no. 1030/प्र०नि०/पिटकुल/एच-1 दिनांक 18.05.2007 is hereby amended as below:-

A. Head Office, Zonal Offices, Circles Offices & Project Offices:-

S#	Category	Existing Clause	Amendment to Existing Clause
1	MD/ Directors/ EDs	Laptop having Specifications of Item no. 3 of DGS&D rate contract with Multifunctional Laser Printer for self use in office provided the individual has knowledge & skills of working on computers.	Laptop/AIO and Multifunction Laser Printer etc. of latest configurations/specifications as per requirement
2	Chief Engineers/ GM	Laptop having Specifications of Item no. 3 of DGS&D rate contract with Multifunctional Laser Printer for self use in office provided the individual has knowledge & skills of working on computers.	Laptop/Desktop and Multifunction Laser Printer etc. of latest configurations/specifications as per requirement
3	SE/DGM/ DCPO/ DCAO/ Sr. Manager	Laptop having Specifications of Item no. 2 of the rate of DGS&D, Entry level Multifunctional Laser Printer for self use in office provided the individual has knowledge & skills of working on computers.	Laptop/Desktop and Multifunction Laser Printer etc. of latest configurations/specifications as per requirement
4	EEs/SPO/ SAO/ Manager	Pentium IV/Duocore PC with entry level Mono laser printer for self use in office provided the individual has knowledge & skills of working on computers.	Laptop and Multifunctional laser printer etc. of latest configurations/ specifications as per requirement
5	AEs /AO/ SO/AAO	Pentium IV/Duocore PC with entry level Mono laser printer as per requirement of Computers using employees on the recommendation of HOD.	Laptop and Mono laser printer etc. of latest configurations/specifications as per requirement *For Project office Multifunctional laser printer may be consider in place of Mono laser printer.
6	Supervisor s/Office staff/DEOs	Pentium IV/Duocore PCs as per requirement of computer using staff on the recommendation of Head of Department.	Desktop and Mono laser printer etc. of latest configurations/specifications as per requirement.

B. Divisional Office:-

S#	Category	Existing Clause	Amendment to Existing Clause
1	EEs & Equivalent	Pentium IV/Duocore PC with multifunctional inkjet printer for self use in office provided the individual has knowledge & skills of working on computers	Laptop and multifunctional Laser printer etc. of latest configurations/ specifications as per requirement
2	AEs & Equivalent	One Pentium IV/Duocore PC with entry level Mono laser printer for computers using employees	Laptop and Mono laser printer etc. of latest configurations/ specifications as per requirement
3	Supervisors /Office Staff/DEOs	One Pentium IV/Duocore PC with entry level Mono laser printer for computers using employees	Desktop and Mono laser printer etc. of latest configurations/ specifications as per requirement

C. 400 KV Substations:-

S#	Category	Existing Clause	Amendment to Existing Clause
1	SE/DGM	Laptop having Specifications of Item no. 2 of the rate of DGS&D, Entry level Multifunctional Laser Printer for self use in office provided the individual has knowledge & skills of working on computers	Laptop/Desktop with Multifunctional Laser Printer etc. of latest configurations/specifications as per requirement
2	EEs & Equivalent	Pentium IV/Duocore PC with entry level Mono laser printer for self use in office provided the individual has knowledge & skills of working on computers	Laptop and Multifunctional laser printer etc. of latest configurations/ specifications as per requirement
3	AEs & Equivalent	One Pentium IV/Duocore PC with entry level Mono laser printer for computers using employees.	Laptop and Mono laser printer etc. of latest configurations/ specifications as per requirement
4	Supervisors / Office Staff/DEOs	One Pentium IV/Duocore PC with entry level Mono laser printer for computers using employees.	Desktop & Mono laser printer etc. of latest configurations/ specifications as per requirement

D. 220KV Substations :-

S#	Category	Existing Clause	Amendment to Existing Clause
1	EEs & Equivalent	Pentium IV/Duocore PC with level Mono laser printer for self use in office provided the individual has knowledge & skills of working on computers	Laptop and Multifunctional laser printer etc. of latest configurations/ specifications as per requirement
2	AEs & Equivalent	One Pentium IV/Duocore PC with entry level Mono laser printer for computers using employees	Laptop and Mono laser printer etc. of latest configurations/ specifications as per requirement
3	Supervisors / Office Staff/DEOs	One Pentium IV/Duocore PC with entry level Mono laser printer for computers using employees	Desktop & Mono laser printer etc. of latest configurations/ specifications as per requirement

E. 132 KV Substations/Sub division :-

S#	Category	Existing Clause	Amendment to Existing Clause
1	AEs & Equivalent	Pentium IV/Duocore PC with Multifunctional inkjet Printer for computers using employees.	Laptop and Multifunctional Laser Printer etc. of latest configurations/ specifications as per requirement
2	Supervisors/ Office Staff	Pentium IV/Duocore PC with Multifunctional inkjet Printer for computers using employees	Desktop & Mono laser printer etc. of latest configurations/ specifications as per requirement

F. SLDC :-


S#	Category	Existing Clause	Amendment to Existing Clause
1	SE/DGMs	Laptop having Specifications of Item no. 2 of the rate of DGS&D, Entry level Multifunctional Laser Printer for self use in office provided the individual has knowledge & skills of working on computers.	Laptop/Desktop and Multifunction Laser Printer etc. of latest configurations/ specifications as per requirement
2	EEs & Equivalent	Pentium IV/Duocore PC with entry level Mono laser printer for self use in office provided the individual has knowledge & skills of working on computers.	Laptop and Multifunction Laser printer etc. of latest configurations/ specifications as per requirement
3	AEs & Equivalent	One Pentium IV/Duocore PC with entry level Mono laser printer for computers using employees.	Laptop and Mono laser printer etc. of latest configurations/ specifications as per requirement
4	Supervisors/ Office staff/TG /DEOs	One Pentium IV/Duocore PC with entry level Mono laser printer for computers using employees.	Desktop & Mono laser printer etc. of latest configurations/ specifications as per requirement

1. For the purpose of this policy, the term 'IT Resources' includes laptop, desktop, portable external storage devices, peripherals like Multifunction Printer/Printers and the software associated therewith.
2. The facility of IT items at residential office of Managing Director/Directors/Executive Directors shall be admissible as per OM No. 1670/HR&Admin/PTCUL/P-4 Dated: 05.11.2011.
3. Trainee Engineers are also authorised for aforesaid IT items on the recommendation of controlling officer.
4. Besides above any other required IT item may be provided to various units/offices on recommendation of concerned Director/CE.
5. Misuse of these resources can result in unwanted risk and liabilities for the user. It is, therefore, expected that these resources are used primarily for office related purposes (in office, meeting, conference etc.) and in a lawful and ethical way.


(S. S. Rawat)
 Executive Engineer(IT)

Copy forwarded to the following for information and necessary action:

1. PA to MD, PTCUL, Dehradun for kind information of MD Sir.
2. Director (Operations/HR/Finance/Projects), PTCUL.
3. All Chief Engineers/General Managers, PTCUL.
4. All Superintending Engineers/Dy. General Managers, PTCUL.
5. All Executive Engineers/Sr. Account Officers/Sr. Personnel Officer, PTCUL.
6. All Assistant Engineers/Account Officers/Assistant Account Officers, PTCUL.


(S. S. Rawat)
Executive Engineer(IT)