ऑयल एण्ड नेचुरल गैस कॉरपोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited
Department of Employee Relations
Corporate Policy Section
" ग्रीन हिल्स " ग्राउंड फ्लोर, ए विंग , तेल भवन, देहरादून
" Green Hils "Ground Floor, A Wing, Tel Bhawan , Dehradun
Tel No. 0135-2792177

No. DDN/CORP-ER/ESTT-POLICY/2023/Laptop/1126036 **Dated: 21.06.2023**

OFFICE ORDER (17/2023)

Subject: Review of Laptop Scheme

Executive Committee in its 1st Special Meeting (Part-A) held on 29.04.2023 at New Delhi accorded approval to revise the cost ceilings for purchase of laptop as mentioned below:

Level of Employee	Approved Cost Ceiling (in Rs.)
E1 and above	1,50,000/-
E0 and S level	90,000/-
Non-executives other than S level	75,000/-

2. An employee, who joins a Board level executive position through PESB selection, will be permitted to buy back the laptop at the depreciated book value

3. Laptop to be purchased under the scheme should have following minimum specifications:

Features	E1 and above level	E-0 and S Level	Non-executives other than S-level
Processor	Intel Core i-7 (12th generation) or Apple M2 or AMD Ryzen 9 6000 series	Intel Core i-5 (11th generation) or Apple M1 or AMD Ryzen 5 6000 series	Intel Core i-3 (11th generation) or AMD Ryzen 3 5000 series
Memory	16 GB	8 GB	8 GB
Storage (SSD)	256 GB	256 GB	128 GB
Display	10" 1920x1080	10" 1280x720	10" 1280x720
Connectivity	Wifi 6 (Dual Band), Bluetooth (5.0)	Wifi (Dual Band), Bluetooth (5.0)	Wifi (Dual Band), Bluetooth (5.0)
Ports	USB/Thunderbolt; RJ-45 and HDMI (Built-in or through USB/ Thunderbolt adapter)	USB/Thunderbolt; RJ-45 and HDMI (Built-in or through USB/ Thunderbolt adapter)	USB/Thunderbolt; RJ-45 and HDMI (Built-in or through USB/ Thunderbolt adapter)
Camera	Built-in FHD Camera	Built-in HD Camera	Built-in HD Camera
Operating System	Windows 11 Professional/compatible to Windows Domain	Windows 11 Professional/compatible to Windows Domain	Windows 11 Professional/compatible to Windows Domain

Warranty/Extended Warranty/AMC	Three Years	Three Years	Three Years

4. The revised ceilings will be applicable from the date of issue of office order and will be valid for three years.

21/06/23

(Vaskar Kr. Barai)
General Manager (HR)-Corporate Policy

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