

Date : February 01, 2024

**NOTICE****(LAPTOP FACILITY BY INSTITUTE : HR Policy)**

It has been observed that many faculty members have been putting in requirement for a laptop. As per the decision taken by the Management, the Institute is ready to provide Dell / HP Laptop to the interested faculty members on the following terms & conditions :

1. The Management will provide Rs. 1500/- as subsidy against total cost to purchase the Laptop.
2. The rest amount will be deducted in twelve equal instalments from salary of faculty member as EMI.
3. On completion of instalments, Laptop will be property of faculty.
4. In case, the faculty member leaves the Institute prior to completion of EMI for any reason whatsoever, they will have to deposit the balance amount of Laptop with subsidy of Rs. 1500/-.
5. Repair & Maintenance of the Laptop to be got done by faculty on his/her cost. The brand, specification and rates will be offered at the point of offer (as the rates are changing from time to time).

All the willing faculty members are requested to apply (in writing) for the same to the Office of Registrar (HR).

  
(Dr. Brijesh Singh)

Director

***Copy for information and necessary compliance to :***

- ⇒ Hon'ble Chairman / Vice-chairman
- ⇒ Dean-First Year, Dean - CS/IT, Dean-Academics, Dean-Students' Welfare
- ⇒ All the HODs, IQAC, Chief Proctor, Chief Warden
- ⇒ Registrar, Library, Accounts, ERP
- ⇒ All the faculty members concerned