

Guidelines for temporary issuance of laptops

The following policy for the issuance of laptops will ensure the responsible use of organizational resources while supporting employee work needs effectively.

1. Eligibility and Duration:

Laptops will be issued to staff members for a period of one month, based on availability and requirement.

2. Approval Process:

Approval from the respective Head of Department/Section is mandatory and must justify the necessity of the laptop for the staff member.

3. Return and Verification:

Laptops must be returned after the designated period. Thorough verification of the device's working condition assessing for any damage or issues will precede any re-issuance. Approval is mandatory for re-issuance.

4. Extension Requests:

If an extension is needed, a formal request must be submitted at least one week before the return date, along with a strong justification outlining the reasons for continued use of the laptop. Extensions are permitted for a maximum of one month only.

5. Damage or Loss Reporting:

Staff members are responsible for the care and safekeeping of the laptops. Any damage or loss must promptly be reported to the CC to allow for timely assessment and mitigation of potential liabilities.

Complete a Damage or Loss Report form detailing the incident, including the date, circumstances, and any witnesses. The Computer Center will investigate the report and determine the extent of the damage or loss.

The expenses for repair or replacement costs, as appropriate, shall be recovered from the staff to whom the laptop was issued.

Damage classified as normal wear and tear will not incur costs to the staff member. This includes minor cosmetic scratches and general wear that does not impair functionality.

6. Asset Verification:

The staff using the laptop must physically show the laptop for asset verification when requested. A designated Computer Center staff will conduct physical inspections and update the asset register/workflow/asset management portal to ensure accurate record-keeping.