



Information Technology Department Policy Document

Laptop Allocation Policy

Document Summary

Item	Details
Organization	PVR Ltd
Document Name	PVR Laptop Allocation Policy
Classification	Public
Compliance Reference	

Document Revision History

Date	Version	Prepared By
16 th May 2015	1.0	Gaurav Amar
22 nd Aug 2017	1.1	Gaurav Amar
23 th Sep 2020	1.2	Gaurav Amar

Document Review History

Reviewed By	Version	Date	Signature
Mr. Rajat Tyagi (CIO)	1.0	20 th June 2017	
Mr. Rajat Tyagi (CIO)	1.1	24 th Aug 2017	
Mr. Rajat Tyagi (CIO)	1.2	25 th Sep 2020	



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A. Objective & Scope

The objective of this policy is to establish guidelines for the provisioning and allocation of IT equipment to PVR Group. This policy applies to all permanent and temporary employees of PVR Limited & its group companies.

B. Entitlement

It is recognized that staff working for PVR Limited & its group companies need to be provided with IT equipment (laptop/desktop) which facilitates the effective and efficient performance of their duties. PVR recognizes that the assets provided must reflect the varying requirements of different positions, including but not limited to, staff working at regional office or cinemas.

The entitlement identified at different grade is mentioned below:

Employee Grade:	Price Range
M1	Up to 150000
M2	Up to 125000
M3	Up to 100000
M4	Up to 85000
M5	Up to 70000
M6	Up to 60000
E Grade	Desktop/Workstation

C. General Terms of Use:

- Laptop and peripheral devices shall be provided for business use only and will remain an official asset, which are liable for surprise checks and inspection by IT.
- Laptop and any input/output devices that are enabled on it are for business use only and/are not to be used for transferring non-approved PVR/Customer data and/or installation of any unauthorized software.



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- PVR IT team reserves the right to install any monitoring / tracking mechanisms on its laptops and does not guarantee the privacy of any data stored on the same.
- While using the laptop within as well as outside the office premises employee shall adhere to the security guidelines, which are mentioned below but is not limited to:
- Not allowing unauthorized personnel e.g. friends, etc. to access the laptop.
- Not using removable media, such as CD ROMs, floppies, USB storage devices etc., without scanning them using the provided anti-virus software.
- Ensuring confidentiality of information, as all Data is PVR proprietary and Confidential
- Laptop may be confiscated if employee is found using Laptop Unethically.
- Loss or damage to the allocated laptop will be charged to employee.
- Creating any conditions conducive for laptop theft e.g. leaving the laptop unattended in the boot of a car or other scenarios.

D. Change of Laptop:

- Employees up which falls under the grade of M1 to M3 level can change or get new laptop issued only after 2 Years, or earlier if approved by CIO/CEO.
- All other employee's laptop will carry an age of 3 years; replacement can only be accommodated post expiry of laptop age or current situation of the laptop.
- Any mid duration change of laptop will not be accommodated until the request stands approved from the respective vertical head and CEO/CIO.

E. Exceptions/Deviations:

- For any exceptions or deviations, the employee should take CEO/CIO approval through their department heads. Post approval, asset allocation request can be submitted to IT Helpdesk. Helpdesk team will allocate the asset post procurement
- Exceptions will be handled on case to case bases.



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This policy was approved by Chief Information Officer and is issued on a version controlled basis under his/her signature

Signature: Mr. Rajat Tyagi

Date: 25-09-20

This policy supersedes all previous version of the company laptop policy.