



Birla Institute of Technology & Science, Pilani
Hyderabad Campus
General Administration Unit

BITS/HYD/GAU/2026

August 18th, 2026

NOTICE

This notice is issued with reference to the Registrar's notification dated December 21, 2021, regarding the transfer of used laptops to faculty and staff members. To ensure uniformity, transparency, and effective asset management, the following policy for the issuance and buyback of laptops is hereby officially approved and takes immediate effect.

1) Laptop Issuance Policy

Laptops are issued by Computer Center (CC) for faculty/staff are issued by the Computer Center (CC) on a need basis with approval from the Dean Administration. Some cases, laptops are being issued in employees' names, and others in the department's name. To have standard practice, the following process is suggested for issuing laptops to the faculty/staff.

A. Faculty/Staff on Regular Appointments

Any faculty/staff appointed on regular roles at level 10 and above (A Category as per faculty/staff Structure) will be eligible to receive a laptop in their individual names.

B. CTC-Based Employees

Employees appointed on a CTC basis with designations like "Managers and above" also may be issued laptops in their individual names.

C. Other Employees

The laptops may be issued **on a need basis** for other employees based on the departmental/divisional requirement, with the approval from the Dean of Administration. The laptops will be issued in the name of the respective department/division.

D. Asset Records

The Computer Centre (CC) should maintain the record of the laptops issued in the names of the faculty/staff and the name of the actual user if issued in the name of the department/division.

2) Buyback of Laptop after 5 Years

This policy may be further applicable to all the faculty/staff during the **transfer/buyback** of the laptops:

A. Eligibility:

The laptops issued in individual names for employees with a designation of Manager or Level 10 and above will be eligible for buyback after completion of five years from the date of issue of the laptop.

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B. Not Eligible

The users of the computer will not be eligible for buyback if they are issued in the name of the department/division. For the Computers issued on behalf of the divisions/departments, the Computer Centre may install/upgrade the required software based on the need and availability, on request from the Head of the Department/Division.

C. Transfer/Buyback Price

The laptop will be transferred to the faculty/staff at a price decided as per the latest registrar's notice.

D. Undertaking Licensed Software

Any employee receiving a computer on buyback needs to submit an undertaking stating that the Operating Systems and other Software (with institutional licenses) on the buyback computer system will not be used. The sole responsibility lies with the employee if any license compliance violations occur.

(V V S N Murthy)
Deputy Registrar



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