



No. CWC/I-R&P(Policy)/Rectt./2019/16828

Date: 15.01.2020

CIRCULAR

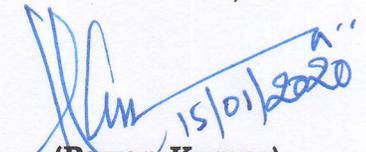
SUB: Provision of laptop/mobile phones to the officers of the Corporation

The guidelines for providing laptop and mobile phones to the officers of the Corporation have been last issued vide circular no. CWC/I-LAPTOP/Admn. dated 23.03.15 and CWC/I-Mobile phone/Admn. dated 17.02.2016 respectively. Now with the approval of Board of Directors it has been decided to make following changes in the policy for providing laptop/ mobile phones to the officers of the Corporation.

- (1) The term "new recruit" as provided in Clause-2.4 and Clause-9 of the laptop & mobile policy respectively is now defined as under :-
"The new recruit shall mean the employee who is recruited at the induction level post i.e. upto E-2."
This implies that officials recruited at posts of Manager and above shall be eligible for purchasing laptop and mobile for official use immediately on their joining.
- (2) For the purpose of procurement of laptop as provided at Clause-3.1.2(b) of the laptop policy, ibid the word "or online" to be added after the words "their authorized outlets".
- (3) At the end of the circular of laptop policy a new clause at point no. 9 to be added as:
"In case of any doubt with regard to any provision of these guidelines, the matter shall be referred to the Managing Director, CWC, whose decision shall be final."
- (4) A new clause in the mobile purchase policy as 2.1.1 to be added in the circular to the effect that the mobile handset may be purchased by the eligible officers "online" also.

These guidelines would be applicable with immediate effect.

(Authority Agenda item no. 349.14 of 349th meeting of BOD held on 20.11.19).


(Pawan Kumar)
DGM (Pers.)

Distribution:

1. All Divisional Heads, CWC, CO, New Delhi
2. All RMs, CWC, Regional Offices
3. PS to Chairman/Sr.PA to MD/PS to Dir. (Pers.) /SAM to Director (Fin.), PA to CVO, CWC, CO, New Delhi.
4. GGM(System) for uploading on the CWC website.
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