



## CENTRAL WAREHOUSING CORPORATION

(A Government of India Undertaking)

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No.CWC/I-LAPTOP/Admn.

Dated: 23.03.2015

### CIRCULAR

**Sub: Provision of laptop to the officers of the Corporation- reg.**

Policy guidelines for provision of laptop to the officers of the CWC were issued vide letter No. CWC/I-Laptop/Admn/2007-08/491D dated 14.03.2008. In order to keep pace with the fast changing technology and to equip the officer with the same, the policy on provision of laptop has been reviewed and with the approval of BOD, the following guidelines are laid down in supersession of all earlier instruction on the matter.

#### 1. LIFE SPAN AND OWNERSHIP.

- 1.1 The useful life of Laptop will be considered as Four (4) years.
- 1.2 The Laptop to be provided to the eligible officer shall be treated as official equipment in possession of the officer.
- 1.3 The Laptop shall be completely owned by the CWC till such time the officer deposits its residual value, and takes ownership of the same as laid down in this policy, irrespective of the cost of the laptop and its method of procurement etc.

#### 2. ELIGIBILITY & AMOUNT

- 2.1 All officers of the rank of SAM and above are eligible for the laptop as per cost ceiling prescribed hereinafter. Laptop for the purpose of cost ceiling will include all its accessories. The accessories can also be purchased for the laptop.

Sl. No.	Eligibility	Cost ceiling amount for a laptops including accessories (all inclusive costs)
1.	MD, FDs and CVO	As per actuals
2.	General Managers & above & equivalent but below MD, FDs & CVO	Rs. 65,000/-
3.	DGM/AGM & equivalent	Rs. 50,000/-
4.	Manager /SAM & equivalent	Rs. 40,000/-

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- 2.2 Expenditure on repairs and maintenance of laptop is permissible on CWC account to the extent of 20% of the cost of the laptop or the ceiling amount whichever is lower.
- 2.3 The laptop to other officers can be approved by the Competent Authority depending upon the duties and responsibilities attached to his/her job. For this purpose Competent Authority will be the respective Director.
- 2.4 Only full time employees will be eligible for laptop under the policy. The officers having less than one year service left will not be entitled to the laptop. The new recruitee will be eligible for laptop after completion of probation period.

### **3. PROCUREMENT, REPAIRS & MAINTENANCE**

#### **3.1 Method of Procurement, repairs & maintenance:**

Eligible officer can chose any one of the following methods of procurement of Laptop.

- (i) By CWC administration or
- (ii) By the Concerned Officer

The requisition is to be sent by the concerned official through RM/HOD and shall be forwarded to Personnel Division for approval. Once approval is obtained the laptop can be purchased.

#### **3.1.1 By CWC:**

- a) Procurement can be done by the Corporate Office for officers of Corporate Office. The RM may procure the laptop for the officers working in their region and for local Construction Cells.
- b) The procurement shall be made within the prescribed ceiling amount and in no case the prescribed ceiling shall be exceeded.

#### **3.1.2 By Concerned Officer:**

- a) Upkeep and Maintenance of the laptop procured under this scheme shall be the responsibility of the concerned officer. However, Corporation will bear the repair cost upto 20% of the costs of the laptop or ceiling amount whichever is lower.
- b) Procurement can be done by the officer concerned directly from the Original Equipment Manufacturer (OEM) or their authorized outlets in the name of the Corporation by paying the amount himself/herself, and then claim for reimbursement thereof by submitting the original bills/ receipts.
- c) The officer can procure the Laptop costing any amount, which may be more or less than the prescribed ceiling amount. However, the amount to be reimbursed shall be equal to the cost of purchase or the prescribed ceiling amount, whichever is lower.

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- d) The complete ownership of the Laptop will be vested in CWC irrespective of cost of purchase till such time the officer deposits its residual value and takes ownership. The laptop will be purchased in the name of CWC.
- e) The officer should give an undertaking at the time of claiming reimbursement for procurement that:
  - (i) The rates are reasonable; and
  - (ii) The Laptop has been actually procured by him/her; and
  - (iii) The concerned officer shall declare that he/she has gone through the laptop policy of the CWC and shall abide by the terms and conditions contained therein.
  - (iv) The reimbursed amount is liable to be recovered from him/her in case of false declaration/claim detected at a later date besides taking disciplinary action against him/her.
- f) CWC will be neither responsible nor liable for any contractual, legal and statutory issues arising out of the purchase.
- g) No advance shall be provided to the officer by the CWC for enabling such purchase.
- h) The complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement shall lie with the concerned officer claiming reimbursement and not the sanctioning authority.

#### **4.0 Repairs & maintenance and Safety**

- a) No expenditure is allowable on repairs and maintenance on items covered under warranty during the warranty period of the laptop.
- b) The Warranty available may be kept in mind while incurring expenditure on repairs & maintenance.
- c) Safety and upkeep of the Laptops, careful handling, protection from damage & theft etc, shall be the responsibility of the officer concerned. The FIR is to be lodged in case of a theft. Necessary Password provision be kept in the laptop to avoid misuse of information.
- d) Under no circumstances, condemnation or write-off etc of the Laptops is permitted under this policy.

#### **5. DEPRECIATION**

5.1 The residual value of the Laptop over and beyond the useful life period shall be as under:

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Depreciated, i.e. Residual Value after the end of year(s)				Residual value at any point of time beyond end of 4 <sup>th</sup> year
Year 1	Year 2	Year 3	Year 4	
50%	35%	20%	10%	10%

- 5.2 For the purpose of calculation of residual value of the Laptop, the actual purchase price or the corresponding ceiling amount, whichever is lower, shall be considered.
- 5.3 For calculating depreciation for a part of the year, proportionate depreciation can be arrived at by dividing rate of depreciation prescribed for that year by 12 and then multiplying by number of months laptop is used upto the month of return of laptop in that year. This shall be proportionally added to the cumulative depreciation prior to that year, to arrive at the final depreciation. The use of laptop for half of the month shall be considered as used for full month.
- 5.4 Illustration for calculating the residual value where a part year is involved, say, at the end of 15 months from the date of purchase:
- Assuming original purchase cost = Rs. 50,000/-
  - Depreciation after 1<sup>st</sup> year = 50%
  - Depreciation after 15 months = Depreciation for the first year (@50% of purchase price in first year) + Depreciation for 03 months of second year (@15% of purchase price for second year)  
 $= 50\% + (15\% \times 3/12) = 53.75\%$  of purchase price
  - Residual value after 15 months = Original Cost - Depreciation after 15 months = [Rs. 50000 - (50000 x 53.75%)] = Rs. 23125/-

## 6. BUY BACK :

On expiry of lifespan, i.e. after 4 years from the date of purchase, laptop shall compulsorily be bought by the concerned officer. The residual value of Laptop will be deposited by the officer or the same will be recovered from the salary of concerned Officer in one instalment. Personnel Division will give intimation to Finance Division and Purchase Division regarding expiry of lifespan after verifying the records for said recovery and for necessary accounting as to remove it from books of accounts/Stores records. After expiry of lifespan and payment/recovery of residual value, the laptop will become property of concerned Officer. An Officer can avail this facility again after the expiry of 4 years and after payment of all the dues of previous laptop for procurement of a new laptop. At the time of purchasing the old laptop, taxes and duties applicable if any shall be paid by the officer.

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## **7. GENERAL :**

- a) Laptop procured under this scheme shall be meant for official work and will be the property of the Corporation till expiry of its life span.
- b) Corporation reserves the right to verify the laptop in the office premises as and when deemed fit.
- c) Officer shall be responsible for maintaining confidentiality of official data/records stored in their laptop.
- d) Officer will have to keep his/her laptop free from viruses by installing proper Anti-Virus software and keep the same updated during the life span of the laptop and ensure that they do not affect the working of other computers of the Corporation.
- e) These rules will also apply on the Tab / I-Pad and includes accessories also.
- f) The scheme can be amended/withdrawn at the discretion of the management.
- g) All aspects of this policy shall also be applicable on existing Laptops which were provided as per earlier policy referred to above. However, the old cases where employee has already taken laptop by paying the written down value will not be reopened.

## **8.0 ACCOUNTING& DISPOSAL**

- 8.1 The Laptop shall continue to be in possession of the officer and cannot be returned to the office under any circumstances. It has to be carried by the officer with him/ her upon transfer, deputation, retirement, leaving the organisation permanently etc.
- 8.2 The office providing the laptop shall ensure entry of details in the Service Record & LPC of the officer provided with Laptop in respect of cost of laptop, date of purchase etc. In addition, the office shall maintain necessary records as may be required to be provided to the officer at the time of transfer/ deputation/ posting to another office/ retirement etc. The intimation of purchase of laptop alongwith copy of the bill shall be given to Accounts Section and stores by the Estt.Section.
- 8.3 On completion of useful life of the laptop, officers can pay its residual value to own the same. The service record entries of old laptop shall then be deleted. Subsequently the officer can also process for procuring a new laptop, as per his/ her eligibility at that time, details thereof shall then be entered in the Service Records of the officer.
- 8.4 In case of transfer outside the organization on deputation basis, the officer has following option:
  - a) to treat Laptop as owned by the officer till return to the organization, with due entries made in the service book & LPC of the officer; OR

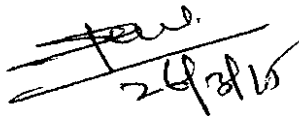
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b) to pay the depreciated value of the Laptop as on that date so that the entry is removed from the service record. No new laptop will be allowed to be purchased.

8.5 In case the officer carries the laptop to the deputed organization, then the cost of its repairs & maintenance is to be borne by the deputed organization. This arrangement has to be made by the officer with the deputed organization. CWC will not reimburse the same.

8.6 Officer leaving the organization on retirement or on permanent basis has to deposit the residual value with the CWC to obtain clearance from the organization, and has to own the laptop and then the laptop will be written off from the service records of the concerned officer. The officer who resigns without completing two years regular service excluding probation period, they will have to compulsorily take the laptop at 50% depreciated value.

The above guidelines may be brought to the notice of all the concerned.

  
(PAWAN KANT)  
General Manager (Pers)

Authority:

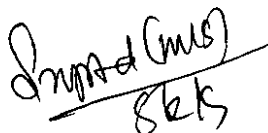
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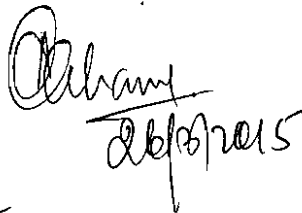
314<sup>th</sup> Meeting of BOD held on 09.03.2015

1. All HOD's CWC, CO, New Delhi
2. All RMS/SEs/EEs ROs/ CCs, CWC

Copy to:

1. PPS to MD/SAM to Dir (Pers.)/ AM to Dir (Fin.) CWC, CO New Delhi
2. MIS Division, CWC, CO, New Delhi for uploading the Circular on CWC website.
3. Guard file

  
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