

केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम) CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone

No. CWC CO-PD0ADMN/20/2021-PERS

ISO 9001-2015 ISO 14001-2015 BS OHSAS 18001-2007 BUREAU VERITAS Certification

Date: 28.06.2021

CIRCULAR

With the implementation of e-office & continuous induction of e-tools, the Corporate Office of the CWC, has further moved to ZPU ie stoppage of physical movement of the files which has helped in faster disposal and completion of official works timely.

In this context, it has been further decided to add another e-tool in the automation of the working of CWC. As such, the process of approval and reimbursement of Laptop and Mobile Handset will now be processed through HRMS only w,e.f. 1st July 2021. No application through e-office will entertained any more.

This has reference to the Circulars No. CWC/I-LAPTOP/Admn. dated 23.03.2015, CWC/I-Mobile Phone/Admn dated 17.01.2016 & CWC/I-R&P(Policy)/Rectt/2019/16828 dated 15.01.2020 for Laptops & Mobile phones.

(**Amrish Gautam**) Dy. Gen. Manager (Admn/Pur/Pub)

Encl - as above.

Distribution:

- 1. All HoDs, CWC, CO, New Delhi.
- 2. Regional Managers, CWC, Regional Offices.

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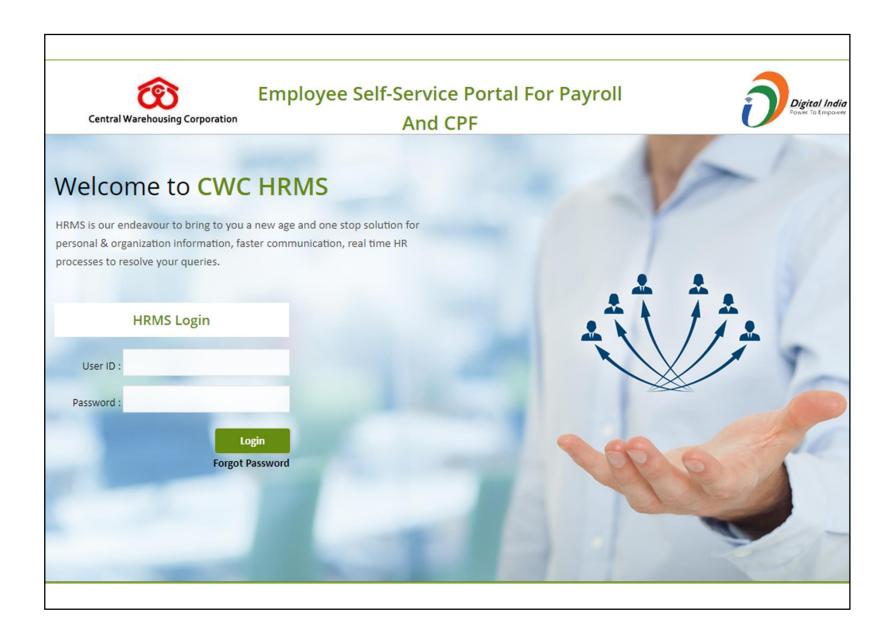
1. PS to Chairman/PS to MD/PS to Director (M&CP)/PS to Director (Pers.)/ PA to CVO, CWC, CO, New Delhi.

निगमित कार्यालय :4/1, सीरी इंस्टीट्यूशनल एरिया,अगस्त क्रांति मार्ग, हौज़ खास,नई दिल्ली - 110016 CO: 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 टेलिफोन/Landline:011-26515178, ई-मेल/Email: ggmpers@cewacor.nic.in

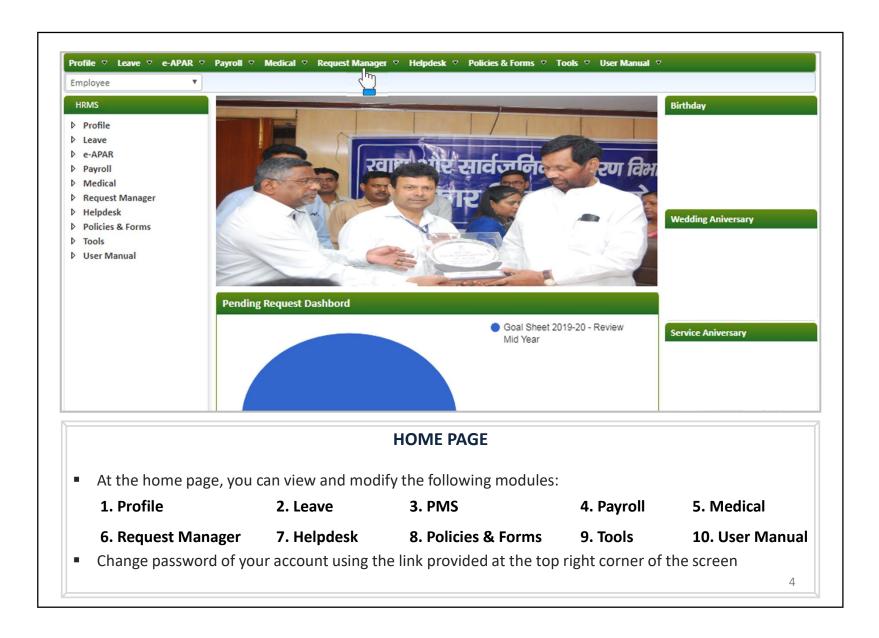
Central Warehousing Corporation (CWC)

"User Guide – Laptop/Mobile Request"

Purchase & Reimbursement







Laptop/Mobile Purchase Request Authorization Role – "Employee"



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(b) Cost of Asset	25000		
(c) Whether owned after depositing WDV?	Yes	~	
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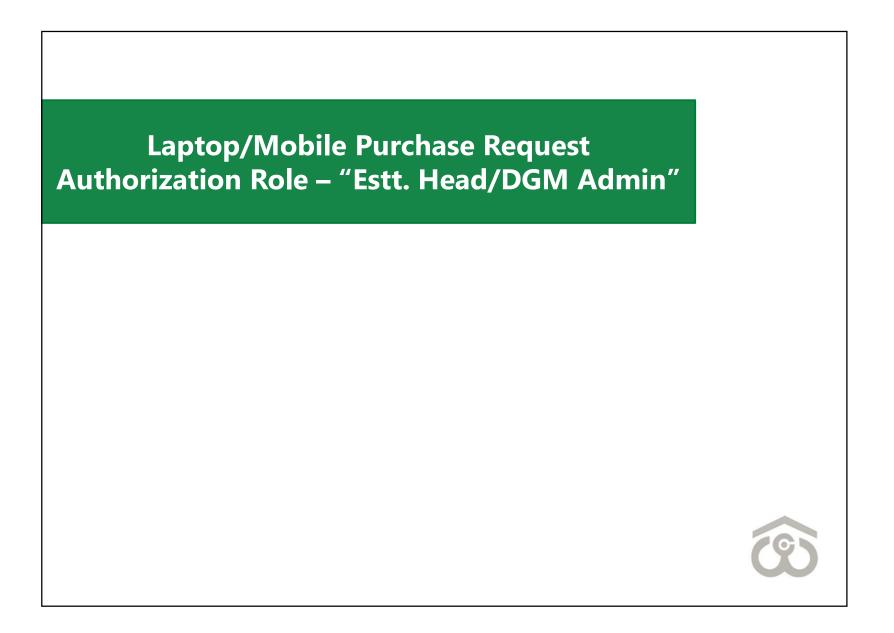
Laptop/Mobile Purchase Request Authorization Role – "HOD"



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Annual Prop	policy of the Corporation*				
	Comments by HOD/RM*	Test		1	
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	1. Request - Employee PRIYA GUPTA 2. Request - HOD/RM ANIL MANIK RAO	25.Jun.2021 10:12:47	Submitted By Employee Pending with HOD		
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Laptop/Mobile Purchase Request Authorization Role – "Dealing Assistant"



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3. Request - E	HOD/RM	A NITE MAANITIZ D					
		ANIL MANIK R		25.Jun.2021 11:22:01			
4. Request - D	Establishment Head	ALOK KUMAR		25.Jun.2021 11:32:00			
	Jealing Assistant	ALOK KUMAR	SINGH		Pending with Dealing Assistant	' -	*
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ce you click on " ify the details fu have to add yo	"View" butto urnished for I our comment	on, request Laptop/M is in the give	t deta lobile ven fie	ils will appear o Purchase Reque eld at the end o	LE PURCHASE REQUE on your screen as show est from top to bottom of pop-up window t" button present at the	n above.	

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De	aling Assistant success	fully.		
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	REQUEST	APPROVED		
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	De and an ar	Close REQUEST ck on "Approve" button, above show	Close REQUEST APPROVED ck on "Approve" button, above shown message will a	Dealing Assistant successfully. and an auto generated mail has been sent for acknowledgement. Close

Laptop/Mobile Purchase Request Authorization Role – "Admin Head"



Status Request P V From To Filter Refresh Export S.No. Action Request No. Employee ID Employee Name Request Type 1. Print View Approve Reject Return 2021/00021 14572F PRIYA GUPTA Laptop / Mobile Sanction Order 4	Back Reference Date der 25.Jun.2021 10:1
1. Print View Approve Reject Return 2021/00021 14572F PRIYA GUPTA Laptop / Mobile Sanction Order	
	der 25.Jun.2021 10:1.
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LAPTOP/MOBILE PURCHASE REQUEST	
 LAPTOP/MOBILE PURCHASE REQUEST At the Home Page, select your authorization role as "Admin Head" from top left corner. 	
 At the Home Page, select your authorization role as "Admin Head" from top left corner. 	
 At the Home Page, select your authorization role as "Admin Head" from top left corner. On menu bar, click on Request Manager → Laptop/Mobile → Purchase → Admin Head 	
 At the Home Page, select your authorization role as "Admin Head" from top left corner. 	
 At the Home Page, select your authorization role as "Admin Head" from top left corner. On menu bar, click on Request Manager → Laptop/Mobile → Purchase → Admin Head 	d

	Receipt No.		12345			
(b)	Deposit Date		06/06/2	:021		
(c) I	Deposit Amount		25000			
	nmendation of HOD/RM to purchase to of the Corporation *	he new item under	Yes			
omm	nents by HOD/RM*		Test			
omm	ents by Establishment Head /DGM Ad	lmin*	Test			
omm	ents by Dealing Assistant*		Test			
i.No.	Stage	Action E	3v	Action Date	Status	Remarks
		Action E	3y	Action Date	Status Submitted By Employee	Remarks
	Stage Request - Employee Request - HOD/RM				Status Submitted By Employee Approved by HOD	Remarks
1.	Request - Employee	PRIYA GUPTA	AO	25.Jun.2021 10:12:47	Submitted By Employee	Remarks
1. 2.	Request - Employee Request - HOD/RM	PRIYA GUPTA ANIL MANIK R	AO SINGH	25.Jun.2021 10:12:47 25.Jun.2021 11:22:01	Submitted By Employee Approved by HOD	Remarks
3.	Request - Employee Request - HOD/RM Request - Establishment Head	PRIYA GUPTA ANIL MANIK R ALOK KUMAR	AO SINGH SINGH	25.Jun.2021 10:12:47 25.Jun.2021 11:22:01 25.Jun.2021 11:32:00	Submitted By Employee Approved by HOD Approved by Establishment Head	Remarks

- Verify the details furnished for Laptop/Mobile Purchase Request from top to bot
 You have to add your comments in the given field at the end of pop-up window
- Once the comments are furnished, click on "Approve"/"Reject" button present at the bottom right corner.

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0n	ce you click	on Abbione	,	•			
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Laptop/Mobile Purchase Request Authorization Role – "HOD Personnel"



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S.No.			Action				Requ	est No.	Employee I	D Emplo	yee Name		Reque	st Type			Refere	nce Date
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(a) Receipt No.		12345			
(b) Deposit Date		06/06/2	2021		
(c) Deposit Amount		25000			
Recommendation of HOD/RM to purchase t policy of the Corporation *	he new item under	Yes			
Comments by HOD/RM*		Test			
Comments by Establishment Head /DGM Ad	lmin*	Test			
Comments by Dealing Assistant*	2 M 10032 7	Test			
		Test			
Comments by Admin Head*					
Comments by RM/HOD Personnel*					10
S.No. Stage	Action B	y	Action On	Status	Remarks
1. Request - Employee	PRIYA GUPTA		25.Jun.2021 10:12:47	Submitted By Employee	
2. Request - HOD/RM	ANIL MANIK R		25.Jun.2021 11:22:01	Approved by HOD	
3. Request - Establishment Head	ALOK KUMAR			Approved by Establishment Head	
4. Request - Dealing Assistant	ALOK KUMAR		25.Jun.2021 11:42:18	Submitted by Dealing Assistant	
5. Request - Admin Head 6. Request - HOD Personnel	ALOK KUMAR	100-100-110-110-110-11	25.Jun.2021 12:05:45	Request Approved By Admin Head Pending with HOD Personnel	
6. Request - HOD Personner	ALOK KUMAK	SINGH		Fending with HOD Fersonner	
		~~		Approve Reject Ret	turn Close
APPROVE/REJE	CT/RETUI	RN LA	APTOP/MOBIL	E PURCHASE REQUES	T
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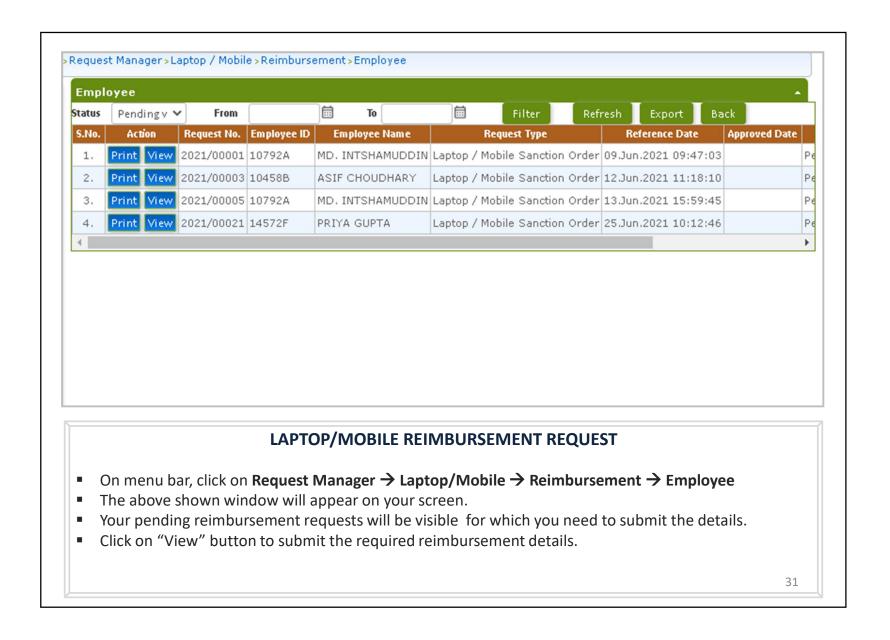
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HOD Personnel Status Pending v	From	То					~
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and an S.No. Message				×	Request Type		erence Date
1.	HOD	rence No.95137 has b D Personnel success generated mail has l acknowledgement.	fully.	Ву	/ Mobile Sancti	on Order 10.Jun	2021 12:12
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	bursement Request							
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Attach	invoice*		Choose File	No file (chosen			
Attach	any other document		Choose File	2				
S.No.	Stage		Action By	, no me e	Action On	Status		Remarks
	Request - Employee	PRIVA	GUPTA		25.Jun.2021 10:12:47	Submitted By Employee		TICHIGINS
2.	Request - HOD/RM		MANIK RAO	_	25.Jun.2021 11:22:01	Approved by HOD		
	Request - Establishment Head		KUMAR SINGH		25.Jun.2021 11:32:00	Approved by Establishment	Head	
	Request - Dealing Assistant		KUMAR SINGH	_	25.Jun.2021 11:42:18	Submitted by Dealing Assist		
	Request - Admin Head		KUMAR SINGH		25.Jun.2021 12:05:45	Request Approved By Admir		
	Request - HOD Personnel		KUMAR SINGH	_	25.Jun.2021 12:20:43	Approved By HOD Personne		
	Reimbursement - Employee		GUPTA		20100112022 22120140	Pending with Employee		
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					IMBURSEMENT			
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	-	w", abov Il Date fe	e shown p or the said	oop-u d purc	p screen will appe chase.			
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Reimbursement Request					
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Bill Date*		06/06/2021			
Cost of item purchased*		[
		25000			
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Attach invoice*		Choose File No fil	e chosen		
Attach any other document		Choose File No fil	e chosen		
S.No. Stage		Action By	Action On	Status	Remarks
1. Request - Employee	PRIYA	GUPTA	25.Jun.2021 10:12:47	Submitted By Employee	
2. Request - HOD/RM	ANIL	MANIK RAO	25.Jun.2021 11:22:01	Approved by HOD	
3. Request - Establishment Head	ALOK	KUMAR SINGH	25.Jun.2021 11:32:00	Approved by Establishment I	Head
4. Request - Dealing Assistant	ALOK	KUMAR SINGH	25.Jun.2021 11:42:18	Submitted by Dealing Assist	ant
5. Request - Admin Head	ALOK	KUMAR SINGH	25.Jun.2021 12:05:45	Request Approved By Admin	n Head
6. Request - HOD Personnel	ALOK	KUMAR SINGH	25.Jun.2021 12:20:43	Approved By HOD Personnel	1
7. Reimbursement - Employee	PRIYA	GUPTA		Pending with Employee	
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You can also save a reader	equest in	case you wish	to submit the same	e at a later point of	time.
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S.No.	Stage	Ac	tion By	Action On	Status	Remarks
1.	Request - Employee	PRIYA G	UPTA	25.Jun.2021 10:12:47	Submitted By Employee	
2.	Request - HOD/RM	ANIL MA	NIK RAO	25.Jun.2021 11:22:01	Approved by HOD	
З,	Request - Establishment Head	ALOK KL	MAR SINGH	25.Jun.2021 11:32:00	Approved by Establishment Head	
4.	Request - Dealing Assistant	ALOK KL	MAR SINGH	25.Jun.2021 11:42:18	Submitted by Dealing Assistant	
5.	Request - Admin Head	ALOK KL	MAR SINGH	25.Jun.2021 12:05:45	Request Approved By Admin Head	
6.	Request - HOD Personnel	ALOK KL	MAR SINGH	25.Jun.2021 12:20:43	Approved By HOD Personnel	
7.	Reimbursement - Employee	PRIYA G	UPTA	25.Jun.2021 13:22:08	Submitted By Employee	
8.	Reimbursement - Establishment Head	ALOK KL	MAR SINGH		Pending with Establishment Head	
ou the	APPROVE/REJECT/RET click on "View" button, i details furnished for Lap	reque otop/N	st detail: ⁄lobile R	s will appear o eimbursement	n your screen as show Request from top to l	QUEST m above.
	to add your comments in	-			f pop-up window " button present at the	

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S.No.			Action			Request N	o. Employee ID	Employe	e Name	R	equest	Гуре		Refer	ence Da
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з.	Print	View	Approve	Reject	Return	2021/000	18 14079A	H B DAS		Laptop / M	obile S	anction (Order	21.Jun.2)21 12
4.	Print	View	Approve	Reject	Return	2021/000	21 14572F	PRIYA GU	JPTA	Laptop / M	obile S	anction (Order	25.Jun.20	021 10
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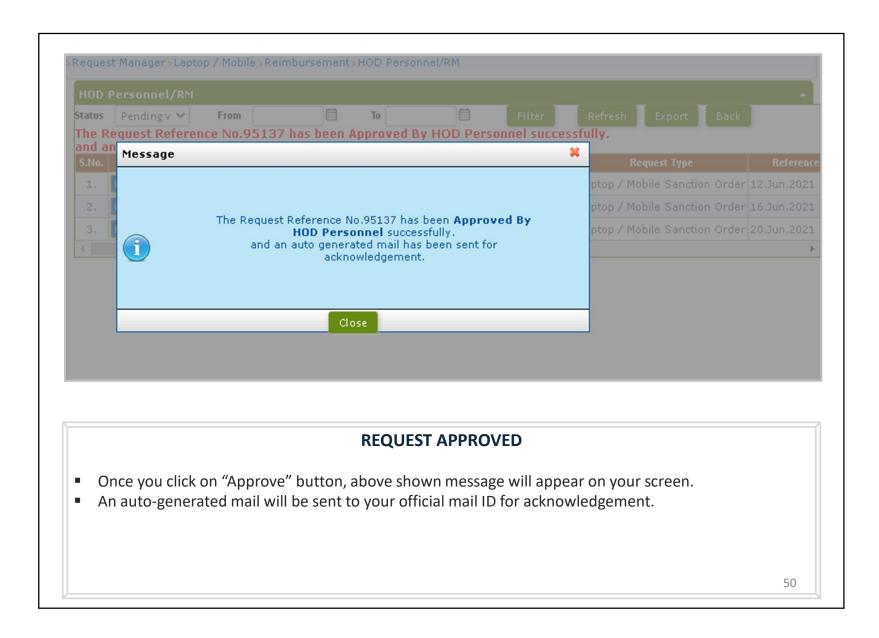
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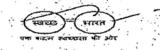
APPROVE/REJECT/RETURN LAPTOP/MOBILE REIMBURSEMENT REQUEST

- Once you click on "View" button, request details will appear on your screen as shown above.
- Verify the details furnished for Laptop/Mobile Reimbursement Request from top to bottom
- You have to add your comments in the given field at the end of pop-up window
- Once the comments are furnished, click on "Approve"/"Reject" button present at the bottom right corner.

49









CENTRAL WAREHOUSING CORPORATION (A Government of India Undertaking) 4/1, Siri Institutional Area, HauzKhas, New Delhi - 110016 Ph: 011-26515178, Telefax 26967256, F mail: <u>warehouse@nic.in</u>

No.CWC/I-Mobile Phone/Admn

Dated 17.02.2016

CIRCULAR

The policy of provision of Mobile Phones to the officers of the Corporation has been revised, with the approval of Executive Committee in its 205th meeting held on 25.01.2016. As per the new policy, all officers of the rank of SAM and above, all Warehouse Managers irrespective of Cadre and PA/SPA/PS/PPS attached with Chairman/MD/FD/CVO will be entitled for mobile phone handset and mobile phone charges as per the ceiling given below:-

Designation	Entitlement of Mobile Phone charges ceiling per month including	ceiling of Mobile
	internet(Rs.)	of all taxes etc
GM/CE & Equivalent	3000/-* - 3050	20000/-
DGM & Equivalent	2700/-* 2700	
Regional Manager	700/-* 2700	15000/-
AGM & Equivalent	1800/-* 1800	10000/-
Manager & Equivalent	800/-	8000/-
Incharges of ICD/	800/-	8000/-
CFS/ICP/LCS/PCS Cells (RO)/		
Base Depots		
2 nd in Command at	500/-	8000/-
CFS/ICD/ICP/LCS		
SAM & equivalent	500/-	8000/-
Warehouse Manager	500/-	8000/-
irrespective of cadre		
PA/Sr.PA/PS/PPS attached	500/-	8000/-
with Chairman/MD/FD/ CVO		

*Combined ceiling for mobile and landline charges for officers already entitled for landline.

Page 1 of 4

No change is made in the entitlement of Chairman, MD and Director/CVO.

200

02

General Conditions

- 1 The officer can procure the Mobile Handset 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.
- 2.1The application for purchase of mobile phone in Annexure-I is to be sent by the concerned officer to Personnel Division for approval. Once the approval is accorded and conveyed by Personnel Division, the Mobile handset can be purchased. In case of RO/CC, the approval will be accorded bt RM/CC Head within the framework of approved policy/guidelines.
- 2.20fficer shall submit his claim in the prescribed format (Annexure-II) along with original paid bill in the name of Central Warehousing Corporation for reimbursement to Personnel Division CO/RO/CC. Sanction order along with the copy of bill for reimbursement of cost limited to the ceiling amount of mobile set purchased by officer shall be issued and provided by Personnel Division (in case of RO/CC with the approval of RM/CC Head) to Finance Division for payment.
- 2:3 The copy of the sanction order will also be endorsed to HOD and Stores In charge in the Purchase Division enclosing therewith the copy of bill for necessary entry in the stores register against the individual. Personnel Division/Stores In charge will invariably mention the details about the mobile phone in NDC in case of superannuation, resignation, deputation etc.

In case of transfer, the official issuing the relieving order shall mention the details of the mobile phone in the relieving order. The transferee RO/CC/CO will make entry in their records accordingly.

- 2.4 Similar procedure will be followed by Establishment/Administration Section, Accounts Section and Purchase Section at Regional Offices/Construction Cells. However in case of RO/CC, the copy of sanction order shall also be endorsed to Warehouse Manager/ Engineer concerned where the individual is posted.
- 3.1 The Personnel Division at C.O. shall make detailed entry in the service record/file. A separate register also to be maintained for the purpose with details e.g. name of officer, designation, CPF code, place of posting, bill number, date, amount of bill, amount reimbursed as per entitlement etc.
- 3.2 Finance Division will transfer the written down value of the mobile set through book entry to the concerned Region/CC giving full detail and shall mention the same in the LPC of concerned individual.

Page 2 of 4

- 3.3 Similar procedure will be followed by Establishment/Administration Section, Accounts Section and Purchase Section at Regional Offices/Construction Cells.
- 4.1 Mobile handset will have the life cycle of 03 years and depreciated over a period of 03 years with minimum residual value of Re. 1/- at the end.
- 4.2 On completion of life of the Mobile handset, officers can pay written down value to own the same. The service record entries of old Mobile Handset shall then be deleted by Personnel Division at CO and Admn/ Estab Section at RO/CC and intimated to Finance Division and Purchase Division of CO/RO/CC
- 4.3 On expiry of lifespan, i.e. after 3 years from the date of purchase, Mobile Handset shall compulsorily be bought by the concerned officer. The residual value of Mobile Handset will be deposited by the officer or the same will be recovered from the salary of concerned Officer in one installment. 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.
- 4.4 After expiry of lifespan and payment/recovery of residual value, the Mobile Handset will become property of concerned Officer.
- 4.5 An Officer can avail this facility again after the expiry of 3 years and after payment of all the dues of previous Mobile Handset for procurement of a new Mobile Handset. The officer, thereafter can also process for procuring a new Mobile Phone as per his/ her eligibility which will be considered and processed as per laid down procedures.
- 4.6 Similar procedure will be followed by Establishment/Administration Section, Accounts Section and Purchase Section at Regional Offices/Construction Cells.
- 5 The mobile phone to be purchased by the officers will have the following minimum specifications:-

Display	•	·	5.0 inch	
Ram		·. ·	2.0GB	
Internal	Memory	: -	8.0GB	
Mobile to	Support	t. – .	3G/ 4G	•
Operatin	g System		IOS/Android	l/Windows.

The mobile phone charges may be extended to some other officers also on need basis on the recommendations of HOD/RM and with the approval of concerned Director.

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- The officer using handset will have to compulsorily acquire the handset on written down value at the time of leaving the Corporation for whatsoever reason including deputation.
- 8 The Mobile Handset to be provided to the eligible officer shall be treated as official equipment in possession of the officer.
- 9 The new recruitee will be eligible for Mobile Handset after completion of probation period.

10 The officers who have purchased mobile hand set as per their entitlement under previous policy will have the option to deposit the WDV of that mobile set and apply for new mobile hand set as per their entitlement under this policy.

Others:-

 $_{45}l_1$ The Ceiling fixed for Phone charges are inclusive of all taxes.

2. For reimbursement of mobile phone charges, the officer has to necessarily obtain postpaid connection with minimum 1GB-3G data plan (internet) and submit claim there against alongwith original receipt of payment and copy of bill until CUG plan is implemented fully in CWC as

in arrangement with M/s Railtel Corporation of India Ltd.

3. The Officer will keep their mobile phones ON all the times to facilitate official communication smoothly.

Encl: Annex-I & Annex-II

General Manager (Pers.)

Yours

(A.K. Sharma

Authority:-Agenda item No.205.4 205th meeting of EC held on 25.01.2016

1. All HODs, CWC, CO, New Delhi.

2. All RMs/SEs/EEs/ROs/CCs CWC.

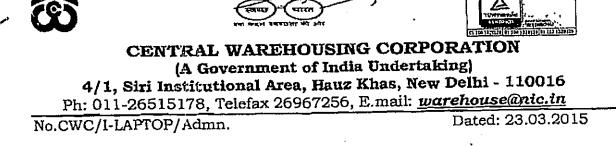
Copy to:-

1. PPS to MD/Manager 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.

Page 🗟 of 4



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 letterNo. CWC/1-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/- Rs. 50,000/-
3.	DGM/AGM & equivalent	
4.	Manager /SAM& equivalent	Rs. 40,000/-

- 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.

26/8/15

- 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:
 - The rates are reasonable; and (i)
 - The Laptop has been actually procured by him/her; and (ii)
 - The concerned officer shall declare that he/she has gone (iii) through the laptop policy of the CWC and shall abide by the terms and conditions contained therein.
 - The reimbursed amount is liable to be recovered from (iv) 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 itemscovered 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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Depreciate	d, i.e. Residu	Residual value at any point		
end of year(s)				of time beyond end of 4^{th}
Уеат 1	Year 2	Year 3	Year 4	year
50%	35%	20%	· 10%	10%
			*	

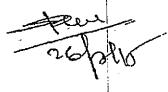
- 5.2 For the purpose of calculation of residual value of the Laptop, the actual purchase price or the corresponding ceiling amount, whichever is lower, shall be considered.
- 5.3 For calculating depreciation for a part of the year, proportionate depreciation can be arrived at by dividingrate of depreciation prescribed for that year by 12 and then multiplying by number of months laptop is usedupto the month of return of laptopin 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:
 - a) Assuming original purchase cost = Rs. 50,000/-
 - b) Depreciation after 1st year = 50% ~
 - c) 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%*3/12)=53.75% of purchase price

d) Residual value after 15 months = Original Cost - Depreciation after 15months = {Rs. 50000-(50000x53.75%)] = 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 lifespan and payment/recovery of residual value, the laptop will becomeproperty 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.



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

- 0
- 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.
- 8.5In 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)

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Authority: Agenda Item No. 314.3 314th 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



No. CWC/I-R&P(Policy)/Rectt./ 20 19/16728

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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 recruitee" as provided in Clause-2.4 and Clause-9 of the laptop & mobile policy respectively is now defined as under :-

"The new recruitee shall mean the employee who is recruited at the induction level post i.e. up to 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).

wan 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.
- 5. Guard File.
- б. Notice Board.