



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-PDOADMN/20/2021-PERS

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.

Copy to:

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



 **Central Warehousing Corporation**

**Employee Self-Service Portal For Payroll
And CPF**

 **Digital India**
Power To Empower

Welcome to **CWC HRMS**

HRMS is our endeavour to bring to you a new age and one stop solution for personal & organization information, faster communication, real time HR processes to resolve your queries.

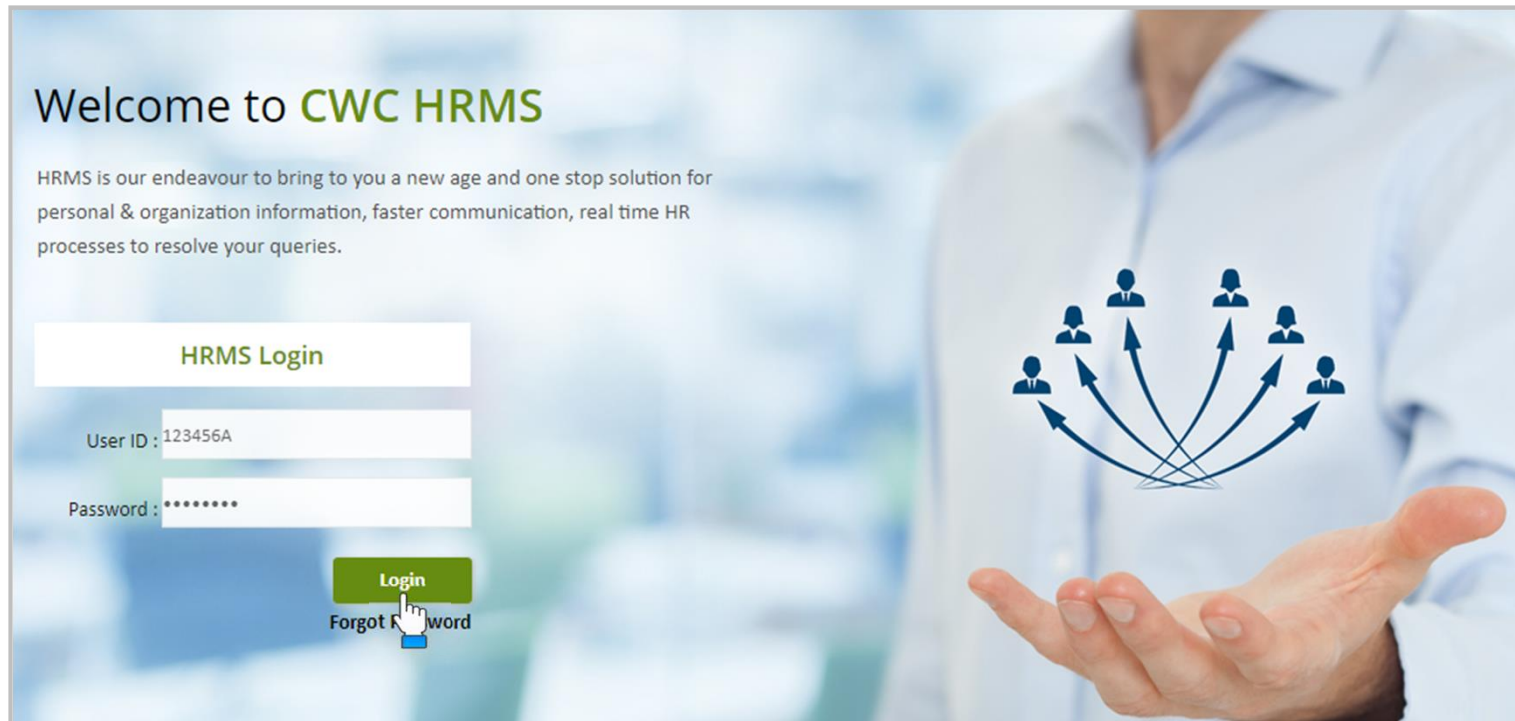
HRMS Login

User ID :

Password :


Login

[Forgot Password](#)



LOGIN PAGE

- Use link : <https://ind.megasoftsol.com/eHRMS/CWC/Login.aspx?cmp=CWC> to access HRMS
- Login securely using your User ID and Password
- Click on “**Forgot Password**” link in case your password is lost or expired
- Your new password will be sent to your registered e-mail address
- Your account will be locked if incorrect password is entered more than three times



HOME PAGE

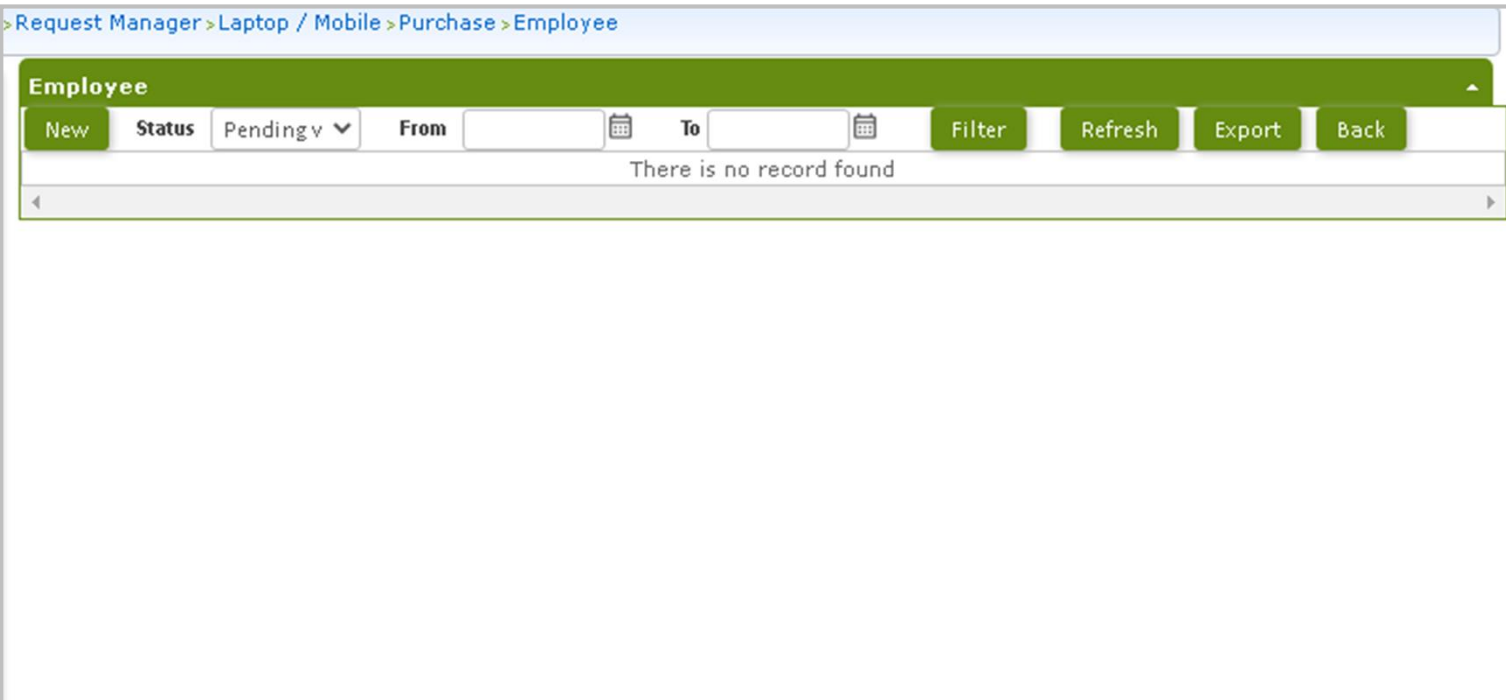
- At the home page, you can view and modify the following modules:

| | | | | |
|---------------------------|--------------------|--------------------------------|-------------------|------------------------|
| 1. Profile | 2. Leave | 3. PMS | 4. Payroll | 5. Medical |
| 6. Request Manager | 7. Helpdesk | 8. Policies & Forms | 9. Tools | 10. User Manual |
- Change password of your account using the link provided at the top right corner of the screen

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**Laptop/Mobile Purchase Request
Authorization Role – “Employee”**





The screenshot shows a web application interface for managing purchase requests. At the top, a breadcrumb trail reads: >Request Manager >Laptop / Mobile >Purchase >Employee. Below this is a green header bar with the title "Employee". Underneath the header is a toolbar containing several buttons: "New", "Status", a dropdown menu currently set to "Pending", "From" (with a date picker icon), "To" (with a date picker icon), "Filter", "Refresh", "Export", and "Back". Below the toolbar, a message states "There is no record found".

LAPTOP/MOBILE PURCHASE REQUEST

- On menu bar, click on **Request Manager** → **Laptop/Mobile** → **Purchase** → **Employee**
- The above shown window will appear on your screen.
- To create a new purchase request, click on “New” button present at the top left corner.

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| Purchase Request | |
|--|------------|
| Application for purchase of* | Laptop |
| Date of Superannuation* | 31/08/2046 |
| Whether any item was supplied previously by the CWC under previous policy ?* | No |
| If so, furnish following details of the asset | |
| (a) Date of purchase | 06/06/2021 |
| (b) Cost of Asset | 25000 |
| (c) Whether owned after depositing WDV? | Yes |
| If WDV deposited, furnish following deposit details | |
| (a) Receipt No. | 12345 |
| (b) Deposit Date | 06/06/2021 |
| (c) Deposit Amount | 25000 |
| <input checked="" type="checkbox"/> I certify that the above information are correct. I also hereby undertake that the laptop/mobile will be used for the bonafide purpose and work of CWC only. | |
| <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Close"/> | |

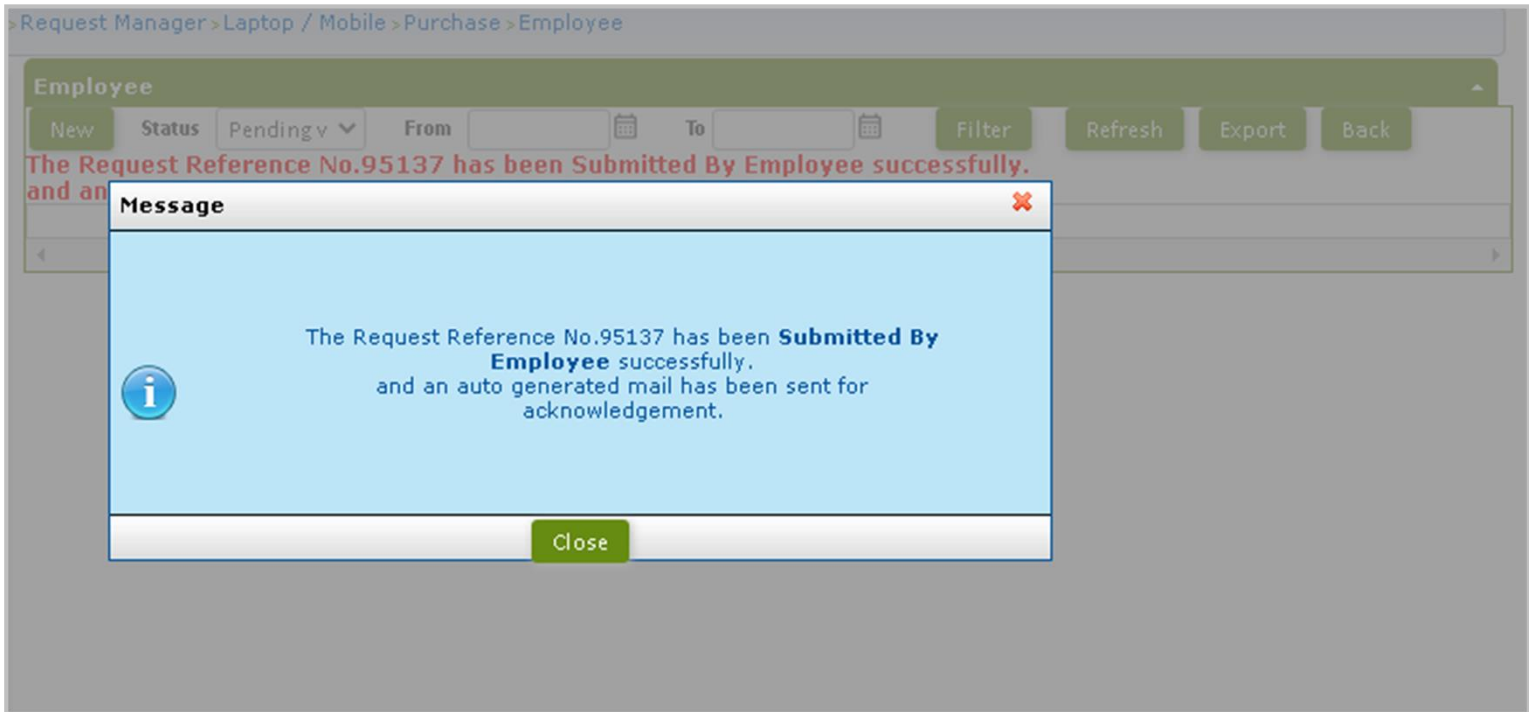
CREATE NEW PURCHASE REQUEST

- Once you click on “New”, above shown pop-up screen will appear on your window.
- Select the type of purchase i.e. Laptop, Mobile or iPad.
- Select Yes or No if any item was supplied previously by the CWC under previous policy.
- Select your date of purchase and mentioned the cost of asset in the given field.
- Select Yes or No whether the device is owned after depositing WDV.

| Purchase Request | |
|--|------------|
| Application for purchase of* | Laptop |
| Date of Superannuation* | 31/08/2046 |
| Whether any item was supplied previously by the CWC under previous policy ?* | No |
| If so, furnish following details of the asset | |
| (a) Date of purchase | 06/06/2021 |
| (b) Cost of Asset | 25000 |
| (c) Whether owned after depositing WDV? | Yes |
| If WDV deposited, furnish following deposit details | |
| (a) Receipt No. | 12345 |
| (b) Deposit Date | 06/06/2021 |
| (c) Deposit Amount | 25000 |
| <input checked="" type="checkbox"/> I certify that the above information are correct. I also hereby undertake that the laptop/mobile will be used for the bonafide purpose and work of CWC only. | |
| <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Close"/> | |

SAVE/SUBMIT NEW PURCHASE REQUEST

- Mention the receipt number for given purchase .
- You also to select deposit date from calendar drop down option.
- In the end, mention the deposit amount for given purchase and tick on below given undertaking.
- Once all details are furnished, click on “Submit” button to submit your request.
- You can also save a request in case you wish to submit the same at a later point of time.



The screenshot shows a web application interface for 'Request Manager'. The breadcrumb navigation is 'Request Manager > Laptop / Mobile > Purchase > Employee'. The page title is 'Employee'. There are several buttons: 'New', 'Status', 'Pending v', 'From', 'To', 'Filter', 'Refresh', 'Export', and 'Back'. A red message banner at the top reads: 'The Request Reference No.95137 has been Submitted By Employee successfully. and an'. A modal dialog box titled 'Message' is open, containing an information icon and the text: 'The Request Reference No.95137 has been Submitted By Employee successfully. and an auto generated mail has been sent for acknowledgement.' A 'Close' button is at the bottom of the modal.

REQUEST SUBMITTED SUCCESSFULLY

- Once you click on “Submit” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

**Laptop/Mobile Purchase Request
Authorization Role – “HOD”**



>Request Manager >Laptop / Mobile >Purchase >HOD

| HOD | | | | | | | | | | |
|--------|-----------|------|---------|--------|--------|-------------|-------------|---------------|--------------------------------|-------------------|
| Status | Pending v | From | | To | | Filter | Refresh | Export | Back | |
| S.No. | Action | | | | | Request No. | Employee ID | Employee Name | Request Type | Reference Date |
| 1. | Print | View | Approve | Reject | Return | 2021/00007 | 12139H | PRINCE KUMAR | Laptop / Mobile Sanction Order | 14.Jun.2021 10:30 |
| 2. | Print | View | Approve | Reject | Return | 2021/00016 | 10964J | NEHA | Laptop / Mobile Sanction Order | 21.Jun.2021 12:10 |
| 3. | Print | View | Approve | Reject | Return | 2021/00019 | 14101A | NAVEEN KUMAR | Laptop / Mobile Sanction Order | 21.Jun.2021 15:10 |
| 4. | Print | View | Approve | Reject | Return | 2021/00020 | 12139H | PRINCE KUMAR | Laptop / Mobile Sanction Order | 23.Jun.2021 12:10 |
| 5. | Print | View | Approve | Reject | Return | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 10:10 |

LAPTOP/MOBILE PURCHASE REQUEST

- At the Home Page, select your authorization role as “HOD” from top left corner.
- On menu bar, click on **Request Manager → Laptop/Mobile → Purchase → HOD**
- The above shown window will appear on your screen.
- To approve/reject a request, click on “View” or “Approve” button to further see the request details.
- Step by step process to view, approve and return a request is shown in further slides.

Purchase Request

Application for purchase of* Laptop

Date of Superannuation* 31/08/2046

Whether any item was supplied previously by the CWC under previous policy?* No

If so, furnish following details of the asset

(a) Date of purchase 06/06/2021

(b) Cost of Asset 25000

(c) Whether owned after depositing WDV? Yes

If WDV deposited, furnish following deposit details

(a) Receipt No. 12345

(b) Deposit Date 06/06/2021

(c) Deposit Amount 25000

Recommendation of HOD/RM to purchase the new item under policy of the Corporation* Yes

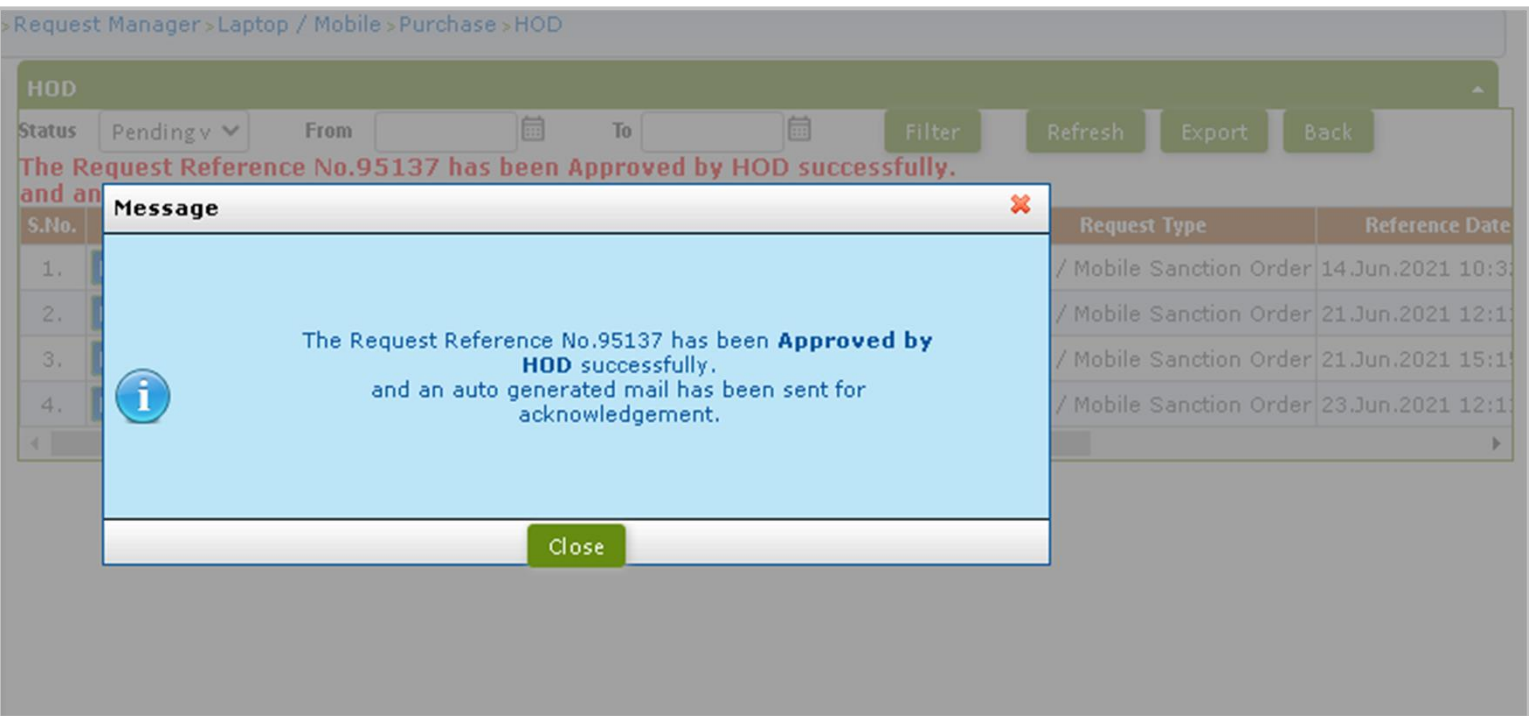
Comments by HOD/RM* Test

| 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 | | Pending with HOD | |

Approve Reject Return Close

APPROVE/REJECT/RETURN LAPTOP/MOBILE PURCHASE REQUEST

- Once you click on “View” button, request details will appear on your screen as shown above.
- Verify the details furnished for Laptop/Mobile Purchase Request from top to bottom
- You have to select “Yes” or “No” for Recommendation of HOD/RM to purchase the new item under policy of the Corporation.
- Comments are also mandatory to be furnished from your end in the given field.
- Once all details are provided, click on “Approve”/”Reject” button present at the bottom right corner.¹²



The screenshot displays a web application interface for a Request Manager. The breadcrumb navigation shows the path: >Request Manager > Laptop / Mobile > Purchase > HOD. The main header is labeled 'HOD'. Below the header, there are search filters for 'Status' (set to 'Pending'), 'From', and 'To', along with buttons for 'Filter', 'Refresh', 'Export', and 'Back'. A red notification banner at the top reads: 'The Request Reference No.95137 has been Approved by HOD successfully. and an auto generated mail has been sent for acknowledgement.' A modal message box is open in the center, titled 'Message', with a blue background and an information icon. The message text is: 'The Request Reference No.95137 has been **Approved by HOD** successfully. and an auto generated mail has been sent for acknowledgement.' A 'Close' button is located at the bottom of the modal. In the background, a table is visible with columns 'Request Type' and 'Reference Date'. The table contains four rows of data:

| S.No. | Request Type | Reference Date |
|-------|-------------------------|-------------------|
| 1. | / Mobile Sanction Order | 14.Jun.2021 10:30 |
| 2. | / Mobile Sanction Order | 21.Jun.2021 12:10 |
| 3. | / Mobile Sanction Order | 21.Jun.2021 15:15 |
| 4. | / Mobile Sanction Order | 23.Jun.2021 12:10 |

REQUEST APPROVED

- Once you click on “Approve” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

**Laptop/Mobile Purchase Request
Authorization Role – “Estt. Head/DGM Admin”**



>Request Manager >Laptop / Mobile >Purchase >Estt./Admin Head

Estt./Admin Head

Status Pending v From To Filter Refresh Export Back

| S.No. | Action | Request No. | Employee ID | Employee Name | Request Type | Reference Date |
|-------|----------------------------------|-------------|-------------|---------------|--------------------------------|-------------------|
| 1. | Print View Approve Reject Return | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 10:12 |

LAPTOP/MOBILE PURCHASE REQUEST

- At the Home Page, select your authorization role as “Establishment/Admin Head” from top left corner.
- On menu bar, click on **Request Manager → Laptop/Mobile → Purchase → Estt./Admin Head**
- The above shown window will appear on your screen.
- To approve/reject a request, click on “View” or “Approve” button to further see the request details.
- Step by step process to view, approve and return a request is shown in further slides.

Purchase Request

Application for purchase of*: Laptop

Date of Superannuation*: 31/08/2046

Whether any item was supplied previously by the CWC under previous policy ?*: No

If so, furnish following details of the asset

(a) Date of purchase: 06/06/2021

(b) Cost of Asset: 25000

(c) Whether owned after depositing WDV?: Yes

If WDV deposited, furnish following deposit details

(a) Receipt No.: 12345

(b) Deposit Date: 06/06/2021

(c) Deposit Amount: 25000

Recommendation of HOD/RM to purchase the new item under policy of the Corporation*: Yes

Comments by HOD/RM*: Test

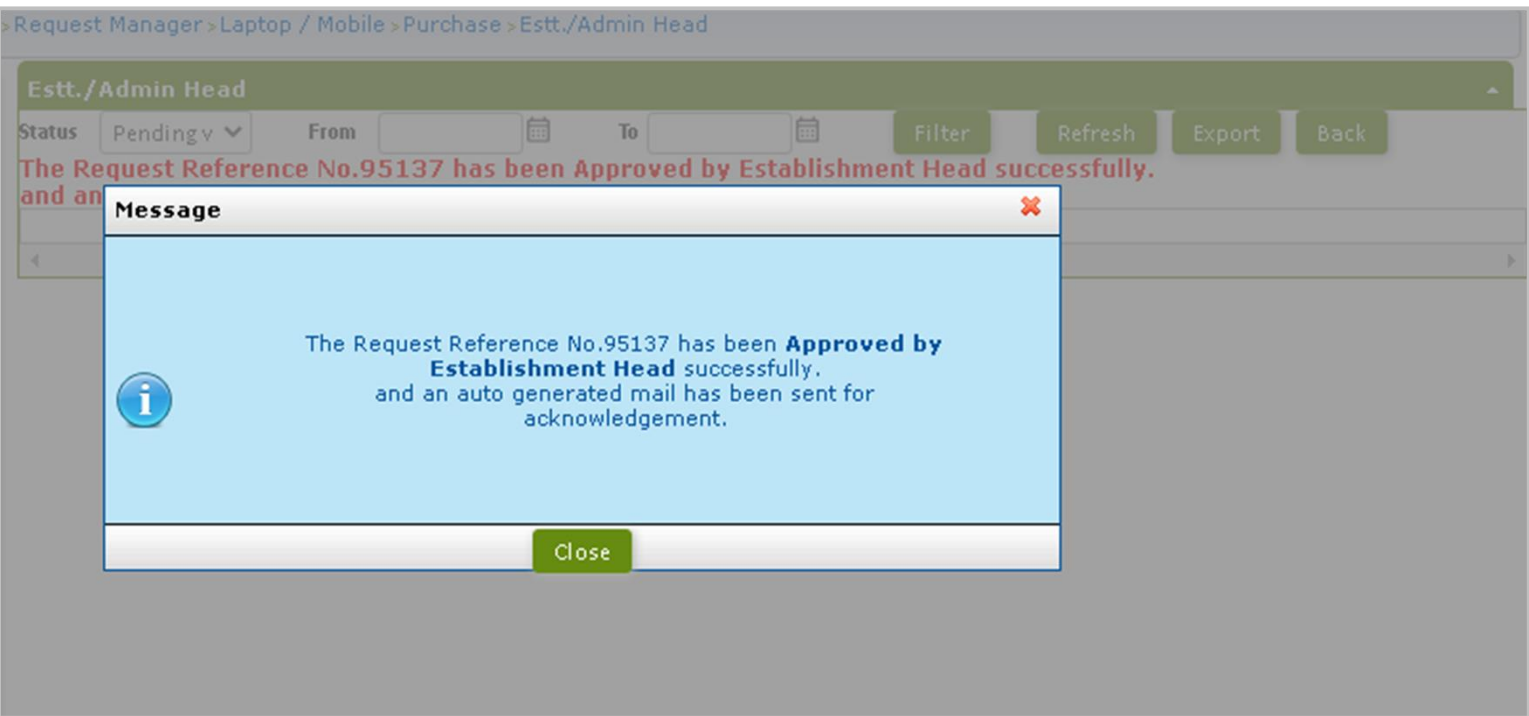
Comments by Establishment Head /DGM Admin*:

| 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 | | Pending with Establishment Head | |

Buttons: Approve, Reject, Return, Close

APPROVE/REJECT/RETURN LAPTOP/MOBILE PURCHASE REQUEST

- Once you click on “View” button, request details will appear on your screen as shown above.
- Verify the details furnished for Laptop/Mobile Purchase 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.



The screenshot displays a web interface for a Request Manager. The breadcrumb trail at the top reads: >Request Manager > Laptop / Mobile > Purchase > Estt./Admin Head. Below this, the page title is "Estt./Admin Head". A status filter is set to "Pending" with a dropdown arrow. There are input fields for "From" and "To" with calendar icons, and buttons for "Filter", "Refresh", "Export", and "Back". A red notification banner at the top states: "The Request Reference No.95137 has been Approved by Establishment Head successfully, and an auto generated mail has been sent for acknowledgement." A modal message box is open in the center, titled "Message" with a close button (X). The message text reads: "The Request Reference No.95137 has been **Approved by Establishment Head** successfully, and an auto generated mail has been sent for acknowledgement." A "Close" button is located at the bottom of the message box.

REQUEST APPROVED

- Once you click on “Approve” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

**Laptop/Mobile Purchase Request
Authorization Role – “Dealing Assistant”**



> Request Manager > Laptop / Mobile > Purchase > Dealing Assistant

Dealing Assistant

Status Pending v From To Filter Refresh Export Back

| S.No. | Action | Request No. | Employee ID | Employee Name | Request Type | Reference Date |
|-------|----------------------------------|-------------|-------------|---------------|--------------------------------|-------------------|
| 1. | Print View Approve Reject Return | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 10:12 |

LAPTOP/MOBILE PURCHASE REQUEST

- At the Home Page, select your authorization role as “Dealing Assistant” from top left corner.
- On menu bar, click on **Request Manager → Laptop/Mobile → Purchase → Dealing Assistant**
- The above shown window will appear on your screen.
- To approve/reject a request, click on “View” or “Approve” button to further see the request details.
- Step by step process to view, approve and return a request is shown in further slides.

Request Management

- ▶ NOC
- ▶ Promotion
- ▶ Transfer/Pr
- ▶ Probation C
- ▼ Laptop / Mo
 - ▼ Purchase
 - ▶ Employee
 - ▶ HOD
 - ▶ Estt./Ad
 - ▶ Dealing
 - ▶ Estt./Ad
 - ▶ HOD Per
 - ▶ Reimburs
 - ▶ Reports
 - ▶ Annual Prop

If so, furnish following details of the asset

| | |
|---|------------|
| (a) Date of purchase | 06/06/2021 |
| (b) Cost of Asset | 25000 |
| (c) Whether owned after depositing WDV? | Yes |

If WDV deposited, furnish following deposit details

| | |
|--------------------|------------|
| (a) Receipt No. | 12345 |
| (b) Deposit Date | 06/06/2021 |
| (c) Deposit Amount | 25000 |

Recommendation of HOD/RM to purchase the new item under policy of the Corporation* Yes

Comments by HOD/RM* Test

Comments by Establishment Head /DGM Admin* Test

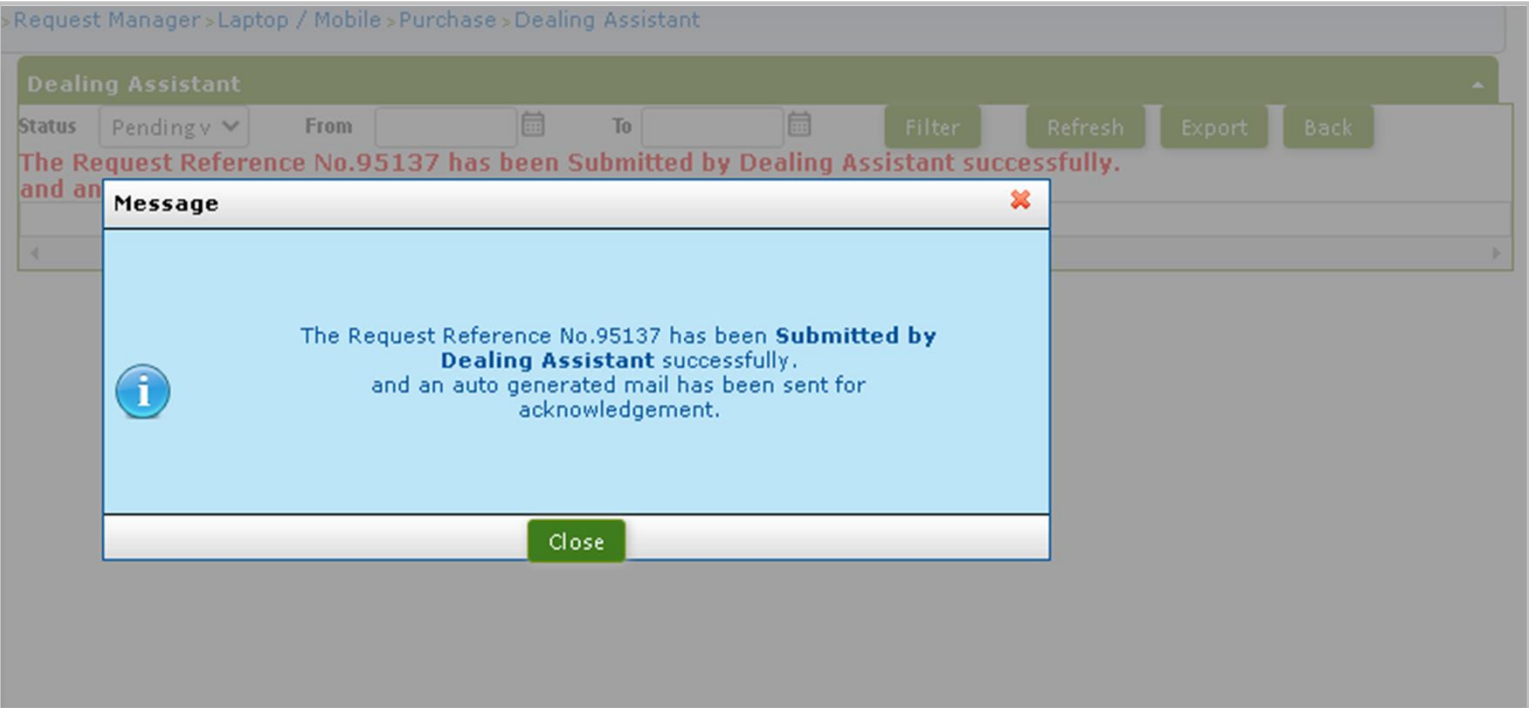
Comments by Dealing Assistant*

| 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 Head | |
| 4. | Request - Dealing Assistant | ALOK KUMAR SINGH | | Pending with Dealing Assistant | |

Approve Reject Return Close

APPROVE/REJECT/RETURN LAPTOP/MOBILE PURCHASE REQUEST

- Once you click on “View” button, request details will appear on your screen as shown above.
- Verify the details furnished for Laptop/Mobile Purchase 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.



The screenshot displays a web application interface for a 'Request Manager'. The breadcrumb trail is '>Request Manager>Laptop / Mobile>Purchase>Dealing Assistant'. The page title is 'Dealing Assistant'. Below the title, there are filters for 'Status' (set to 'Pending'), 'From', and 'To', along with buttons for 'Filter', 'Refresh', 'Export', and 'Back'. A red message banner at the top reads: 'The Request Reference No.95137 has been Submitted by Dealing Assistant successfully. and an'. A modal dialog box titled 'Message' is open, containing an information icon and the text: 'The Request Reference No.95137 has been Submitted by Dealing Assistant successfully. and an auto generated mail has been sent for acknowledgement.' A 'Close' button is located at the bottom of the modal.

REQUEST APPROVED

- Once you click on “Approve” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

**Laptop/Mobile Purchase Request
Authorization Role – “Admin Head”**



> Request Manager > Laptop / Mobile > Purchase > Estt./Admin Head

Estt./Admin Head

Status Request P ▾ From To Filter Refresh Export Back

| S.No. | Action | Request No. | Employee ID | Employee Name | Request Type | Reference Date |
|-------|----------------------------------|-------------|-------------|---------------|--------------------------------|-------------------|
| 1. | Print View Approve Reject Return | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 10:12 |

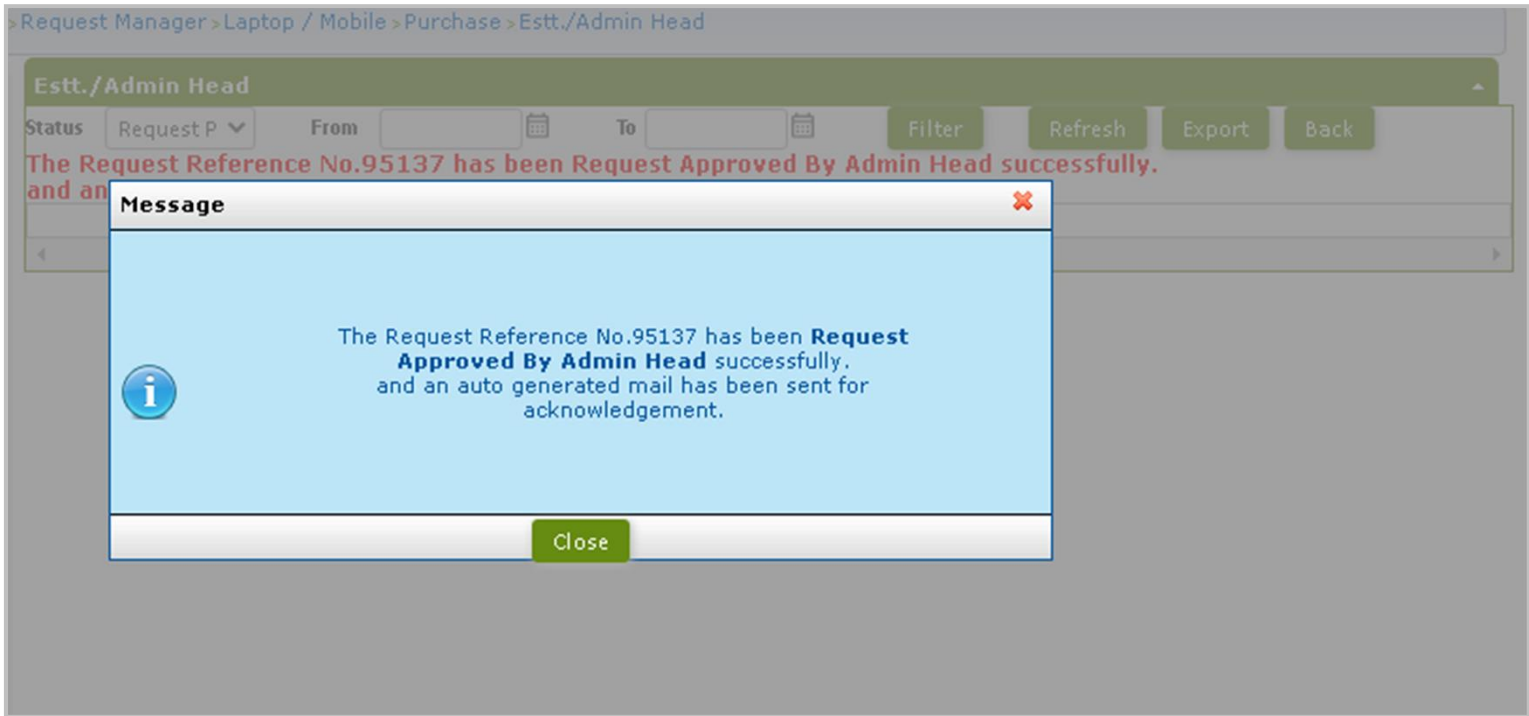
LAPTOP/MOBILE PURCHASE REQUEST

- 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**
- The above shown window will appear on your screen.
- To approve/reject a request, click on “View” or “Approve” button to further see the request details.
- Step by step process to view, approve and return a request is shown in further slides.

| If WDV deposited, furnish following deposit details | | | | | |
|--|------------------------------|------------------|----------------------|---------------------------------|---------|
| (a) Receipt No. | 12345 | | | | |
| (b) Deposit Date | 06/06/2021 | | | | |
| (c) Deposit Amount | 25000 | | | | |
| Recommendation of HOD/RM to purchase the new item under policy of the Corporation* | Yes | | | | |
| Comments by HOD/RM* | Test | | | | |
| Comments by Establishment Head /DGM Admin* | Test | | | | |
| Comments by Dealing Assistant* | Test | | | | |
| Comments by Admin Head* | <input type="text"/> | | | | |
| S.No. | Stage | Action By | Action Date | 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 Head | |
| 4. | Request - Dealing Assistant | ALOK KUMAR SINGH | 25.Jun.2021 11:42:18 | Submitted by Dealing Assistant | |
| 5. | Request - Admin Head | ALOK KUMAR SINGH | | Request Pending with Admin Head | |

APPROVE/REJECT/RETURN LAPTOP/MOBILE PURCHASE REQUEST

- Once you click on “View” button, request details will appear on your screen as shown above.
- Verify the details furnished for Laptop/Mobile Purchase 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.



The screenshot displays a web application interface for a Request Manager. The breadcrumb trail at the top reads: Request Manager > Laptop / Mobile > Purchase > Estt./Admin Head. Below this, the page title is 'Estt./Admin Head'. A navigation bar contains 'Status', 'Request P' (dropdown), 'From' (calendar icon), 'To' (calendar icon), 'Filter', 'Refresh', 'Export', and 'Back' buttons. A red notification banner at the top states: 'The Request Reference No.95137 has been Request Approved By Admin Head successfully. and an'. A modal dialog box titled 'Message' is open, featuring a blue background and an information icon. The message text reads: 'The Request Reference No.95137 has been **Request Approved By Admin Head** successfully, and an auto generated mail has been sent for acknowledgement.' A 'Close' button is located at the bottom of the modal.

REQUEST APPROVED

- Once you click on “Approve” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

**Laptop/Mobile Purchase Request
Authorization Role – “HOD Personnel”**



>Request Manager >Laptop / Mobile >Purchase >HOD Personnel

| HOD Personnel | | | | | | | | | | |
|---------------|-----------|------|---------|--------|--------|----------------------------|-------------|---------------|--------------------------------|-------------------|
| Status | Pending v | From | | To | | Filter Refresh Export Back | | | | |
| S.No. | Action | | | | | Request No. | Employee ID | Employee Name | Request Type | Reference Date |
| 1. | Print | View | Approve | Reject | Return | 2021/00002 | 12139H | PRINCE KUMAR | Laptop / Mobile Sanction Order | 10.Jun.2021 12:12 |
| 2. | Print | View | Approve | Reject | Return | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 10:12 |

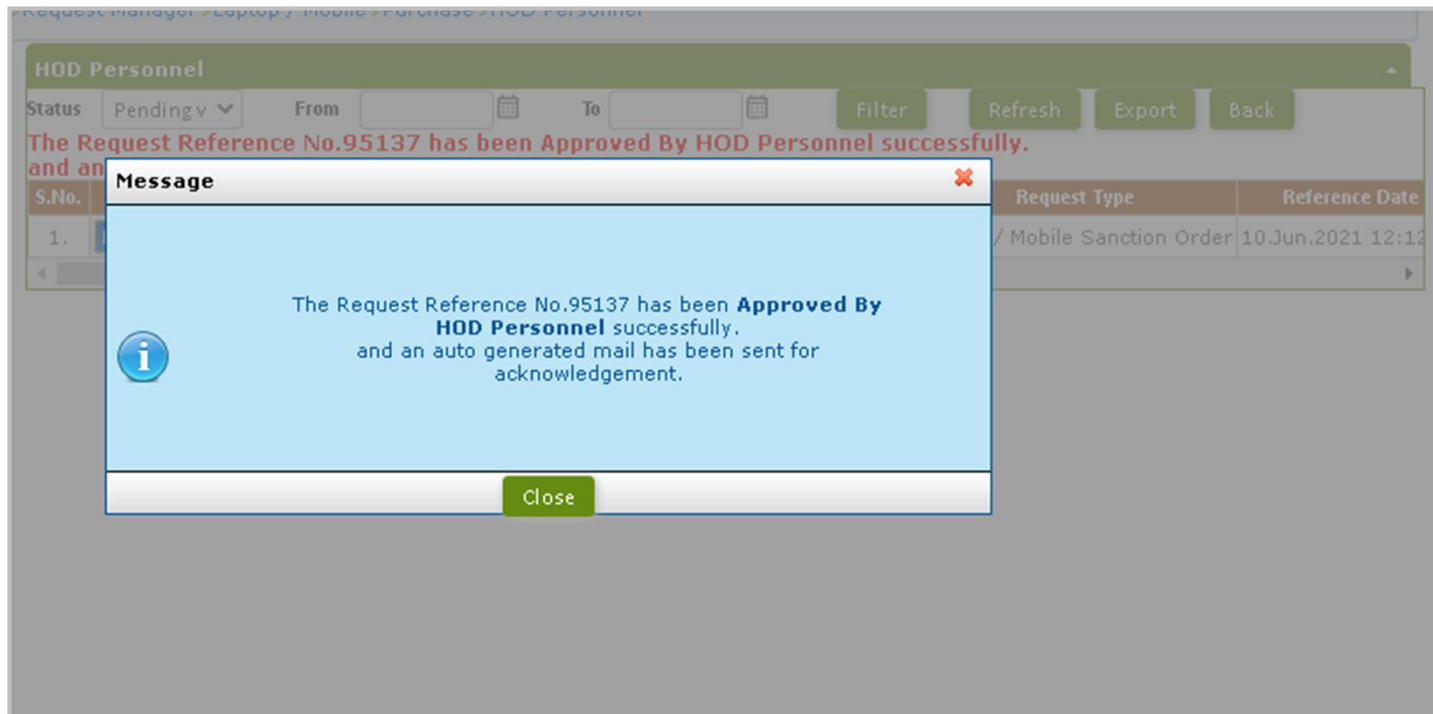
LAPTOP/MOBILE PURCHASE REQUEST

- At the Home Page, select your authorization role as “HOD Personnel” from top left corner.
- On menu bar, click on **Request Manager → Laptop/Mobile → Purchase → HOD Personnel**
- The above shown window will appear on your screen.
- To approve/reject a request, click on “View” or “Approve” button to further see the request details.
- Step by step process to view, approve and return a request is shown in further slides.

| If WDV deposited, furnish following deposit details | | | | | |
|--|------------------------------|------------------|----------------------|--------------------------------|---------|
| (a) Receipt No. | 12345 | | | | |
| (b) Deposit Date | 06/06/2021 | | | | |
| (c) Deposit Amount | 25000 | | | | |
| Recommendation of HOD/RM to purchase the new item under policy of the Corporation* | Yes | | | | |
| Comments by HOD/RM* | Test | | | | |
| Comments by Establishment Head /DGM Admin* | Test | | | | |
| Comments by Dealing Assistant* | Test | | | | |
| Comments by Admin Head* | Test | | | | |
| Comments by RM/HOD Personnel* | <input type="text"/> | | | | |
| 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 Head | |
| 4. | Request - Dealing Assistant | ALOK KUMAR SINGH | 25.Jun.2021 11:42:18 | Submitted by Dealing Assistant | |
| 5. | Request - Admin Head | ALOK KUMAR SINGH | 25.Jun.2021 12:05:45 | Request Approved By Admin Head | |
| 6. | Request - HOD Personnel | ALOK KUMAR SINGH | | Pending with HOD Personnel | |

APPROVE/REJECT/RETURN LAPTOP/MOBILE PURCHASE REQUEST

- Once you click on “View” button, request details will appear on your screen as shown above.
- Verify the details furnished for Laptop/Mobile Purchase 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.



REQUEST APPROVED

- Once you click on “Approve” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

Laptop/Mobile Reimbursement Request Authorization Role – “Employee”



>Request Manager>Laptop / Mobile>Reimbursement>Employee

Employee

Status Pending v From To Filter Refresh Export Back

| S.No. | Action | Request No. | Employee ID | Employee Name | Request Type | Reference Date | Approved Date |
|-------|--|-------------|-------------|------------------|--------------------------------|----------------------|---------------|
| 1. | Print View | 2021/00001 | 10792A | MD. INTSHAMUDDIN | Laptop / Mobile Sanction Order | 09.Jun.2021 09:47:03 | |
| 2. | Print View | 2021/00003 | 10458B | ASIF CHOUDHARY | Laptop / Mobile Sanction Order | 12.Jun.2021 11:18:10 | |
| 3. | Print View | 2021/00005 | 10792A | MD. INTSHAMUDDIN | Laptop / Mobile Sanction Order | 13.Jun.2021 15:59:45 | |
| 4. | Print View | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 10:12:46 | |


LAPTOP/MOBILE REIMBURSEMENT REQUEST

- On menu bar, click on **Request Manager → Laptop/Mobile → Reimbursement → Employee**
- The above shown window will appear on your screen.
- Your pending reimbursement requests will be visible for which you need to submit the details.
- Click on “View” button to submit the required reimbursement details.

| Reimbursement Request | | | | | | |
|---|---|------------------|----------------------|-------------------------------------|---------------------------------------|--------------------------------------|
| Entitlement* | 40000 | | | | | |
| Bill No.* | <input type="text"/> | | | | | |
| Bill Date* | <input type="text"/> | | | | | |
| Cost of item purchased* | <input type="text" value="0"/> | | | | | |
| Make & Model of item purchased* | <input type="text"/> | | | | | |
| Reimbursable Amount* | 0 | | | | | |
| Attach invoice* | <input type="button" value="Choose File"/> No file chosen | | | | | |
| Attach any other document | <input type="button" value="Choose File"/> No file 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 Head | | |
| 4. | Request - Dealing Assistant | ALOK KUMAR SINGH | 25.Jun.2021 11:42:18 | Submitted by Dealing Assistant | | |
| 5. | Request - Admin Head | ALOK KUMAR SINGH | 25.Jun.2021 12:05:45 | Request Approved By Admin Head | | |
| 6. | Request - HOD Personnel | ALOK KUMAR SINGH | 25.Jun.2021 12:20:43 | Approved By HOD Personnel | | |
| 7. | Reimbursement - Employee | PRIYA GUPTA | | Pending with Employee | | |
| <input checked="" type="checkbox"/> I certify that the laptop/mobile has been purchased by me as per details given above and as per the policy of the corporation. The information given above are correct. | | | | | | |
| | | | | <input type="button" value="Save"/> | <input type="button" value="Submit"/> | <input type="button" value="Close"/> |

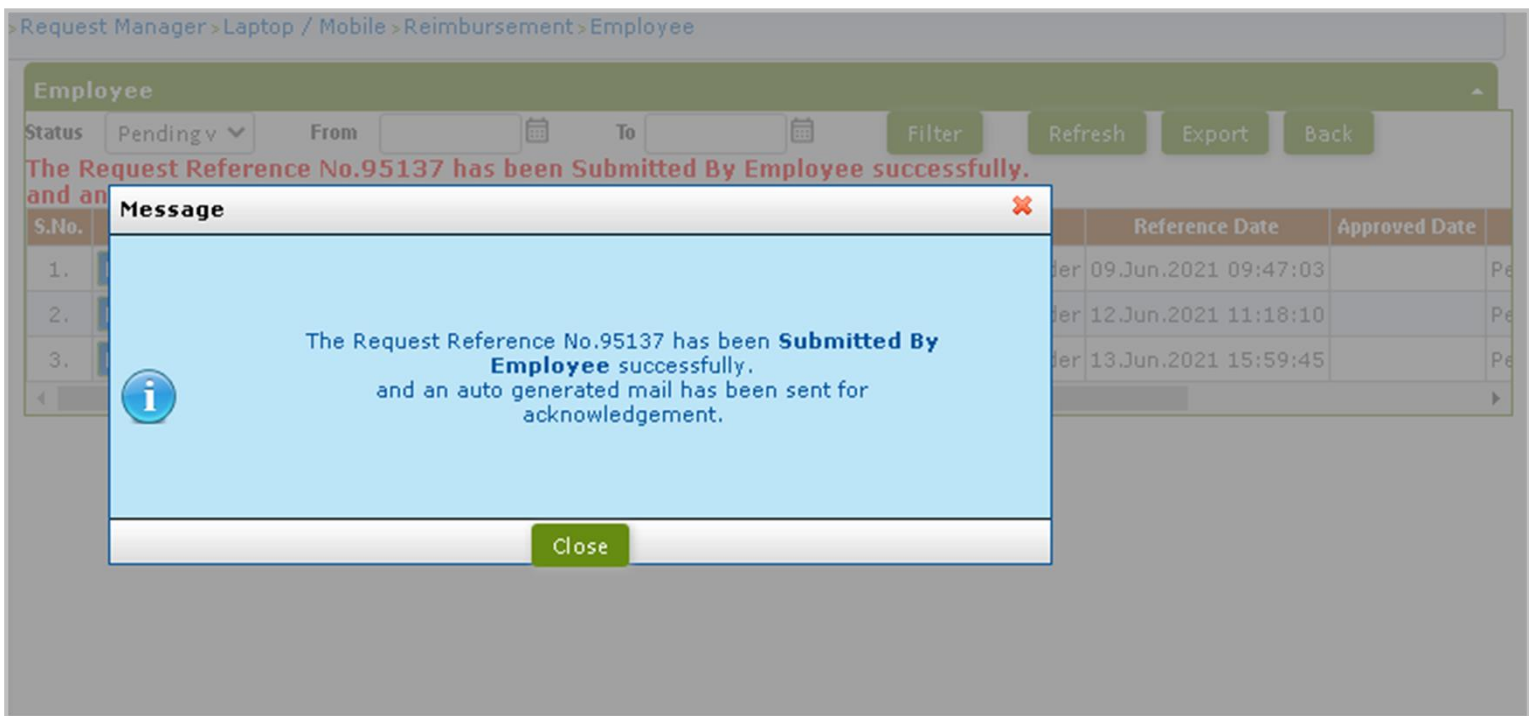
CREATE NEW REIMBURSEMENT REQUEST

- Once you click on “New”, above shown pop-up screen will appear on your window.
- Add the Bill No. and Bill Date for the said purchase.
- Mention the cost of item purchased in given field.
- You also have to add the make and model of item purchased.

| Reimbursement Request | | | | | | |
|---|---|------------------|----------------------|-------------------------------------|---------------------------------------|--------------------------------------|
| Entitlement* | 40000 | | | | | |
| Bill No.* | 12345 | | | | | |
| Bill Date* | 06/06/2021  | | | | | |
| Cost of item purchased* | 25000 | | | | | |
| Make & Model of item purchased* | 2021 | | | | | |
| Reimbursable Amount* | 25000 | | | | | |
| Attach invoice* | <input type="button" value="Choose File"/> No file chosen | | | | | |
| Attach any other document | <input type="button" value="Choose File"/> No file 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 Head | | |
| 4. | Request - Dealing Assistant | ALOK KUMAR SINGH | 25.Jun.2021 11:42:18 | Submitted by Dealing Assistant | | |
| 5. | Request - Admin Head | ALOK KUMAR SINGH | 25.Jun.2021 12:05:45 | Request Approved By Admin Head | | |
| 6. | Request - HOD Personnel | ALOK KUMAR SINGH | 25.Jun.2021 12:20:43 | Approved By HOD Personnel | | |
| 7. | Reimbursement - Employee | PRIYA GUPTA | | Pending with Employee | | |
| <input checked="" type="checkbox"/> I certify that the laptop/mobile has been purchased by me as per details given above and as per the policy of the corporation. The information given above are correct. | | | | | | |
| | | | | <input type="button" value="Save"/> | <input type="button" value="Submit"/> | <input type="button" value="Close"/> |

SAVE/SUBMIT NEW REIMBURSEMENT REQUEST

- You have to attach the invoice or any other document using the “Choose File” option.
- Please note, invoice for your purchase is mandatory to be uploaded in the reimbursement request.
- Once done, tick on below given undertaking.
- Once all details are furnished, click on “Submit” button to submit your request.
- You can also save a request in case you wish to submit the same at a later point of time.



The screenshot displays a web application interface for managing requests. The breadcrumb navigation at the top reads: Request Manager > Laptop / Mobile > Reimbursement > Employee. Below this, the page title is "Employee". The interface includes a status filter set to "Pending", and search fields for "From" and "To" with calendar icons. Action buttons for "Filter", "Refresh", "Export", and "Back" are visible. A red notification banner at the top states: "The Request Reference No.95137 has been Submitted By Employee successfully. and an auto generated mail has been sent for acknowledgement." A modal message box is open in the center, containing the same text and a "Close" button. In the background, a table lists request entries with columns for S.No., Reference Date, and Approved Date.

| S.No. | Reference Date | Approved Date |
|-------|----------------------|---------------|
| 1. | 09.Jun.2021 09:47:03 | |
| 2. | 12.Jun.2021 11:18:10 | |
| 3. | 13.Jun.2021 15:59:45 | |

REQUEST SUBMITTED SUCCESSFULLY

- Once you click on “Submit” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

**Laptop/Mobile Reimbursement Request
Authorization Role – “Estt. Head/DGM Admin”**



> Request Manager > Laptop / Mobile > Reimbursement > Estt./Admin Head

Estt./Admin Head

Status: Pending v From To Filter Refresh Export Back

| S.No. | Action | Request No. | Employee ID | Employee Name | Request Type | Reference Date |
|-------|----------------------------------|-------------|-------------|---------------|--------------------------------|-------------------|
| 1. | Print View Approve Reject Return | 2021/00017 | 12150J | AMIT PURI | Laptop / Mobile Sanction Order | 21.Jun.2021 12:25 |
| 2. | Print View Approve Reject Return | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 10:12 |

LAPTOP/MOBILE REIMBURSEMENT REQUEST

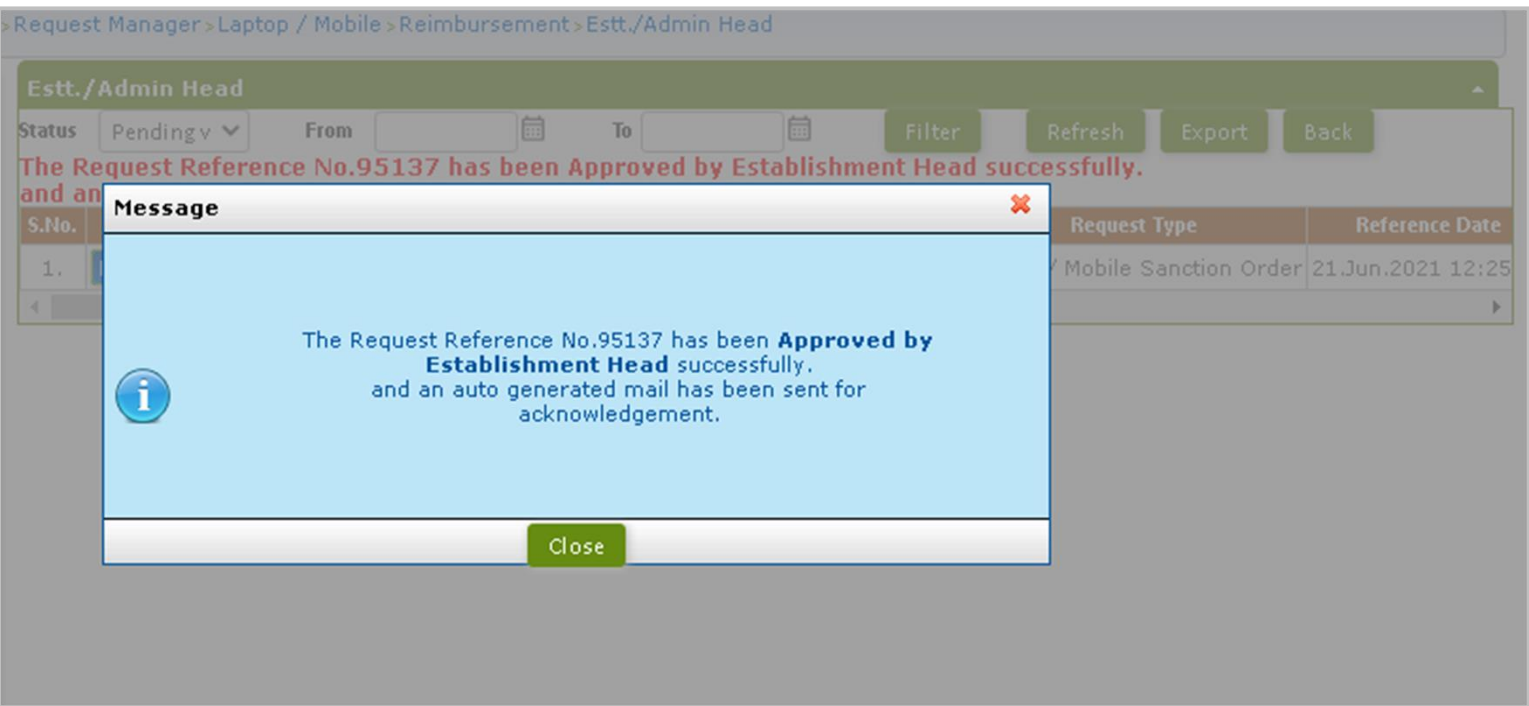
- At the Home Page, select your authorization role as “Establishment/Admin Head” from top left corner.
- On menu bar, click on **Request Manager → Laptop/Mobile → Reimbursement → Estt./Admin Head**
- The above shown window will appear on your screen.
- To approve/reject a request, click on “View” or “Approve” button to further see the request details.
- Step by step process to view, approve and return a request is shown in further slides.

| Reimbursement Request | | | | | |
|--|------------------------------------|------------------|----------------------|---------------------------------|---------|
| Entitlement* | 40000 | | | | |
| Bill No.* | 12345 | | | | |
| Bill Date* | 06/06/2021 | | | | |
| Cost of item purchased* | 25000 | | | | |
| Make & Model of item purchased* | 2021 | | | | |
| Reimbursable Amount* | 25000 | | | | |
| Attach invoice* | View | | | | |
| Attach any other document | | | | | |
| Comments by Establishment Head /DGM Admin* | Test | | | | |
| 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 Head | |
| 4. | Request - Dealing Assistant | ALOK KUMAR SINGH | 25.Jun.2021 11:42:18 | Submitted by Dealing Assistant | |
| 5. | Request - Admin Head | ALOK KUMAR SINGH | 25.Jun.2021 12:05:45 | Request Approved By Admin Head | |
| 6. | Request - HOD Personnel | ALOK KUMAR SINGH | 25.Jun.2021 12:20:43 | Approved By HOD Personnel | |
| 7. | Reimbursement - Employee | PRIYA GUPTA | 25.Jun.2021 13:22:08 | Submitted By Employee | |
| 8. | Reimbursement - Establishment Head | ALOK KUMAR SINGH | | Pending with Establishment Head | |

[Approve](#)
[Reject](#)
[Return](#)
[Close](#)

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.



The screenshot displays a web interface for a Request Manager. The breadcrumb trail is: >Request Manager > Laptop / Mobile > Reimbursement > Estt./Admin Head. The page title is "Estt./Admin Head". The status is "Pending" with a dropdown arrow. There are input fields for "From" and "To" with calendar icons, and buttons for "Filter", "Refresh", "Export", and "Back". A red message banner reads: "The Request Reference No.95137 has been Approved by Establishment Head successfully. and an auto generated mail has been sent for acknowledgement." A modal window titled "Message" is open, containing an information icon and the text: "The Request Reference No.95137 has been **Approved by Establishment Head** successfully. and an auto generated mail has been sent for acknowledgement." A "Close" button is at the bottom of the modal. In the background, a table is partially visible with columns "Request Type" and "Reference Date".

| S.No. | Request Type | Reference Date |
|-------|-----------------------|-------------------|
| 1. | Mobile Sanction Order | 21.Jun.2021 12:25 |

REQUEST APPROVED

- Once you click on “Approve” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

**Laptop/Mobile Reimbursement Request
Authorization Role – “Dealing Assistant”**



> Request Manager > Laptop / Mobile > Reimbursement > Dealing Assistant

| Dealing Assistant | | | | | | |
|-------------------|----------------------------------|-------------|-------------|----------------|--------------------------------|----------------|
| Status | Pending v | From | | To | | |
| Action | | Request No. | Employee ID | Employee Name | Request Type | Reference Da |
| 1. | Print View Approve Reject Return | 2021/00014 | 14139J | SHABDITA SINGH | Laptop / Mobile Sanction Order | 21.Jun.2021 10 |
| 2. | Print View Approve Reject Return | 2021/00015 | 14101A | NAVEEN KUMAR | Laptop / Mobile Sanction Order | 21.Jun.2021 12 |
| 3. | Print View Approve Reject Return | 2021/00018 | 14079A | H B DAS | Laptop / Mobile Sanction Order | 21.Jun.2021 12 |
| 4. | Print View Approve Reject Return | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 10 |

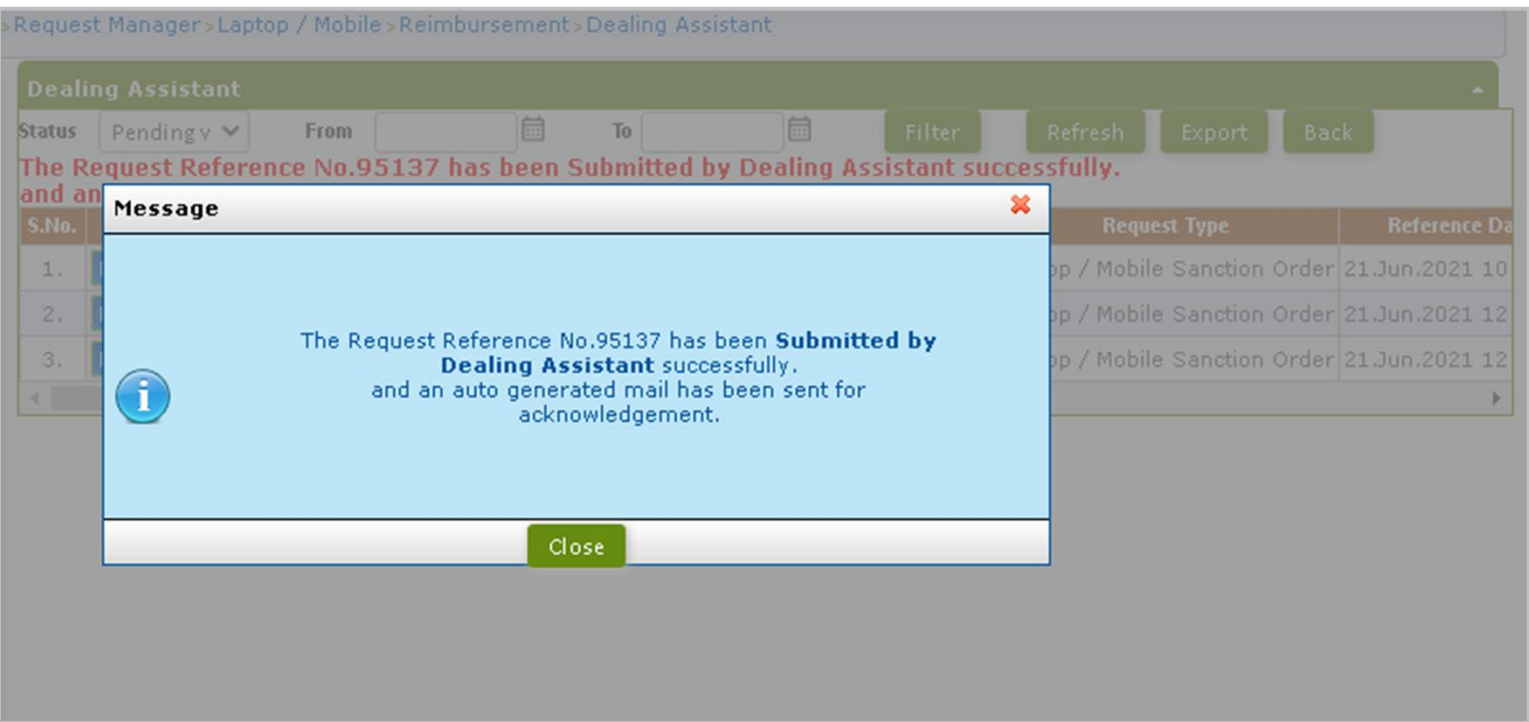
LAPTOP/MOBILE REIMBURSEMENT REQUEST

- At the Home Page, select your authorization role as “Dealing Assistant” from top left corner.
- On menu bar, click on **Request Manager → Laptop/Mobile → Reimbursement → Dealing Assistant**
- The above shown window will appear on your screen.
- To approve/reject a request, click on “View” or “Approve” button to further see the request details.
- Step by step process to view, approve and return a request is shown in further slides.

| Reimbursement Request | | | | | |
|--|------------------------------------|------------------|----------------------|--------------------------------|---------|
| Entitlement* | 40000 | | | | |
| Bill No.* | 12345 | | | | |
| Bill Date* | 06/06/2021 | | | | |
| Cost of item purchased* | 25000 | | | | |
| Make & Model of item purchased* | 2021 | | | | |
| Reimbursable Amount* | 25000 | | | | |
| Attach invoice* | View | | | | |
| Attach any other document | | | | | |
| Comments by Establishment Head /DGM Admin* | Test | | | | |
| Comments by Dealing Assistant* | Test | | | | |
| 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 Head | |
| 4. | Request - Dealing Assistant | ALOK KUMAR SINGH | 25.Jun.2021 11:42:18 | Submitted by Dealing Assistant | |
| 5. | Request - Admin Head | ALOK KUMAR SINGH | 25.Jun.2021 12:05:45 | Request Approved By Admin Head | |
| 6. | Request - HOD Personnel | ALOK KUMAR SINGH | 25.Jun.2021 12:20:43 | Approved By HOD Personnel | |
| 7. | Reimbursement - Employee | PRIYA GUPTA | 25.Jun.2021 13:22:08 | Submitted By Employee | |
| 8. | Reimbursement - Establishment Head | ALOK KUMAR SINGH | 25.Jun.2021 13:31:07 | Approved by Establishment Head | |
| 9. | Reimbursement - Dealing Assistant | ALOK KUMAR SINGH | | Pending with Dealing Assistant | |

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.



The screenshot displays a web application interface for a "Request Manager". The breadcrumb trail is ">Request Manager > Laptop / Mobile > Reimbursement > Dealing Assistant". The page title is "Dealing Assistant". Below the title, there are search filters for "Status" (set to "Pending"), "From", and "To", along with buttons for "Filter", "Refresh", "Export", and "Back". A red notification banner at the top states: "The Request Reference No.95137 has been Submitted by Dealing Assistant successfully. and an auto generated mail has been sent for acknowledgement." A modal dialog box titled "Message" is open in the center, containing an information icon and the text: "The Request Reference No.95137 has been Submitted by Dealing Assistant successfully. and an auto generated mail has been sent for acknowledgement." A "Close" button is located at the bottom of the modal. In the background, a table is partially visible with columns "Request Type" and "Reference Da".

| S.No. | Request Type | Reference Da |
|-------|--------------------------------|----------------|
| 1. | Laptop / Mobile Sanction Order | 21.Jun.2021 10 |
| 2. | Laptop / Mobile Sanction Order | 21.Jun.2021 12 |
| 3. | Laptop / Mobile Sanction Order | 21.Jun.2021 12 |

REQUEST APPROVED

- Once you click on "Approve" button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

**Laptop/Mobile Reimbursement Request
Authorization Role – “Admin Head”**



> Request Manager > Laptop / Mobile > Reimbursement > Estt./Admin Head

Estt./Admin Head

Status Pending v From To Filter Refresh Export Back

| S.No. | Action | Request No. | Employee ID | Employee Name | Request Type | Reference Date |
|-------|----------------------------------|-------------|-------------|---------------|--------------------------------|-------------------|
| 1. | Print View Approve Reject Return | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 10:12 |

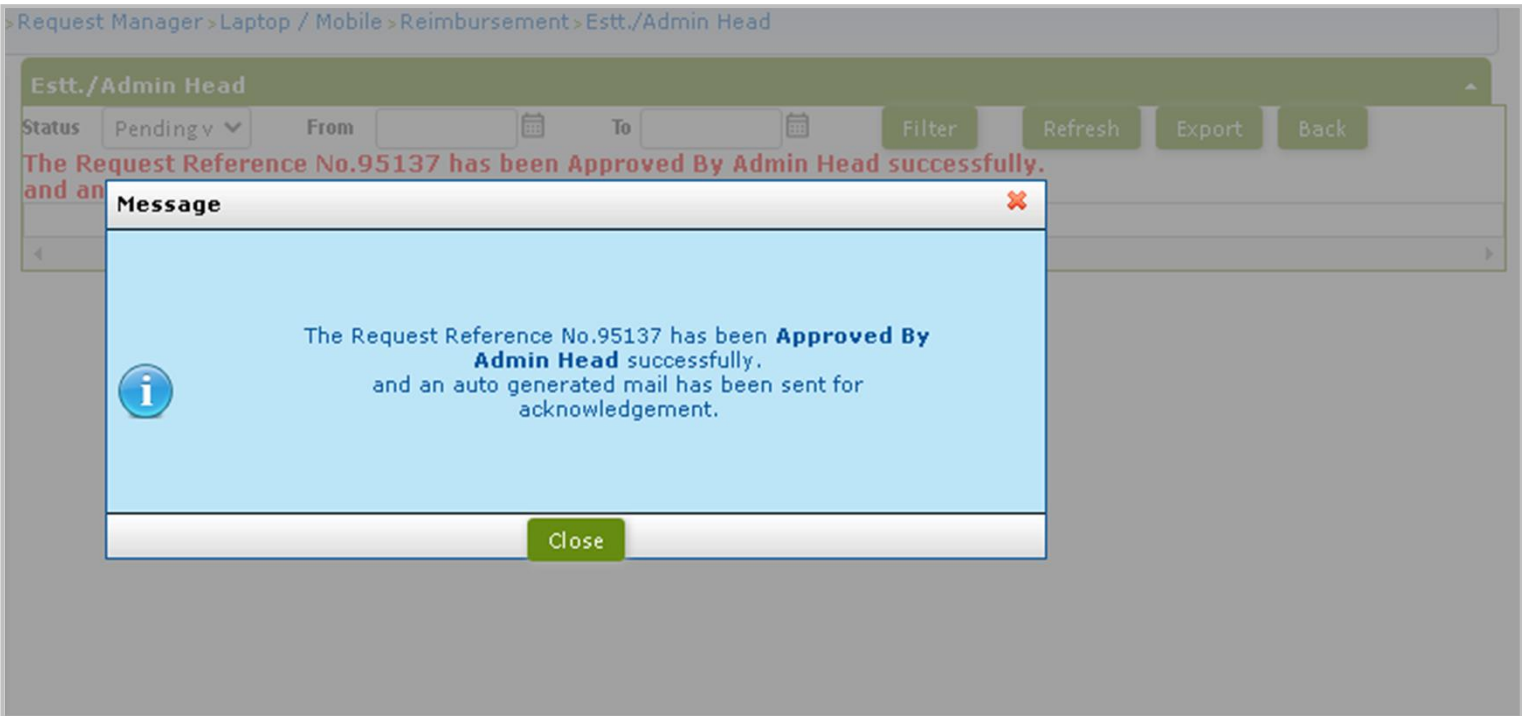
LAPTOP/MOBILE REIMBURSEMENT REQUEST

- At the Home Page, select your authorization role as “Admin Head” from top left corner.
- On menu bar, click on **Request Manager → Laptop/Mobile → Reimbursement → Admin Head**
- The above shown window will appear on your screen.
- To approve/reject a request, click on “View” or “Approve” button to further see the request details.
- Step by step process to view, approve and return a request is shown in further slides.

| Reimbursement Request | | | | | |
|--|------------------------------------|------------------|----------------------|--------------------------------|---------|
| Entitlement* | 40000 | | | | |
| Bill No.* | 12345 | | | | |
| Bill Date* | 06/06/2021 | | | | |
| Cost of item purchased* | 25000 | | | | |
| Make & Model of item purchased* | 2021 | | | | |
| Reimbursable Amount* | 25000 | | | | |
| Attach invoice* | View | | | | |
| Attach any other document | | | | | |
| Comments by Establishment Head /DGM Admin* | Test | | | | |
| Comments by Dealing Assistant* | Test | | | | |
| Comments by Admin Head* | Test | | | | |
| 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 Head | |
| 4. | Request - Dealing Assistant | ALOK KUMAR SINGH | 25.Jun.2021 11:42:18 | Submitted by Dealing Assistant | |
| 5. | Request - Admin Head | ALOK KUMAR SINGH | 25.Jun.2021 12:05:45 | Request Approved By Admin Head | |
| 6. | Request - HOD Personnel | ALOK KUMAR SINGH | 25.Jun.2021 12:20:43 | Approved By HOD Personnel | |
| 7. | Reimbursement - Employee | PRIYA GUPTA | 25.Jun.2021 13:22:08 | Submitted By Employee | |
| 8. | Reimbursement - Establishment Head | ALOK KUMAR SINGH | 25.Jun.2021 13:31:07 | Approved by Establishment Head | |
| 9. | Reimbursement - Dealing Assistant | ALOK KUMAR SINGH | 25.Jun.2021 13:50:05 | Submitted by Dealing Assistant | |
| 10. | Reimbursement - Admin Head | ALOK KUMAR SINGH | | Pending with Admin Head | |

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.



The screenshot displays a web interface for a Request Manager. The breadcrumb trail at the top reads: Request Manager > Laptop / Mobile > Reimbursement > Estt./Admin Head. Below this, the page title is 'Estt./Admin Head'. A navigation bar includes a 'Status' dropdown set to 'Pending', and fields for 'From' and 'To' with calendar icons. Action buttons for 'Filter', 'Refresh', 'Export', and 'Back' are visible. A red notification banner at the top states: 'The Request Reference No.95137 has been Approved By Admin Head successfully. and an'. A modal message box is open, titled 'Message', with a close button (X) in the top right. The message content reads: 'The Request Reference No.95137 has been **Approved By Admin Head** successfully. and an auto generated mail has been sent for acknowledgement.' A 'Close' button is located at the bottom of the modal.

REQUEST APPROVED

- Once you click on “Approve” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.

**Laptop/Mobile Reimbursement Request
Authorization Role – “HOD Personnel/RM”**



>Request Manager >Laptop / Mobile >Reimbursement >HOD Personnel/RM

HOD Personnel/RM

Status Pending v From To Filter Refresh Export Back

| S.No. | Action | Request No. | Employee ID | Employee Name | Request Type | Reference |
|-------|----------------------------------|-------------|-------------|------------------|--------------------------------|-------------|
| 1. | Print View Approve Reject Return | 2021/00004 | 13557G | ALOK KUMAR SINGH | Laptop / Mobile Sanction Order | 12.Jun.2021 |
| 2. | Print View Approve Reject Return | 2021/00011 | 12055C | PREM RAM | Laptop / Mobile Sanction Order | 16.Jun.2021 |
| 3. | Print View Approve Reject Return | 2021/00013 | 14144E | SUMIT KUMAR | Laptop / Mobile Sanction Order | 20.Jun.2021 |
| 4. | Print View Approve Reject Return | 2021/00021 | 14572F | PRIYA GUPTA | Laptop / Mobile Sanction Order | 25.Jun.2021 |

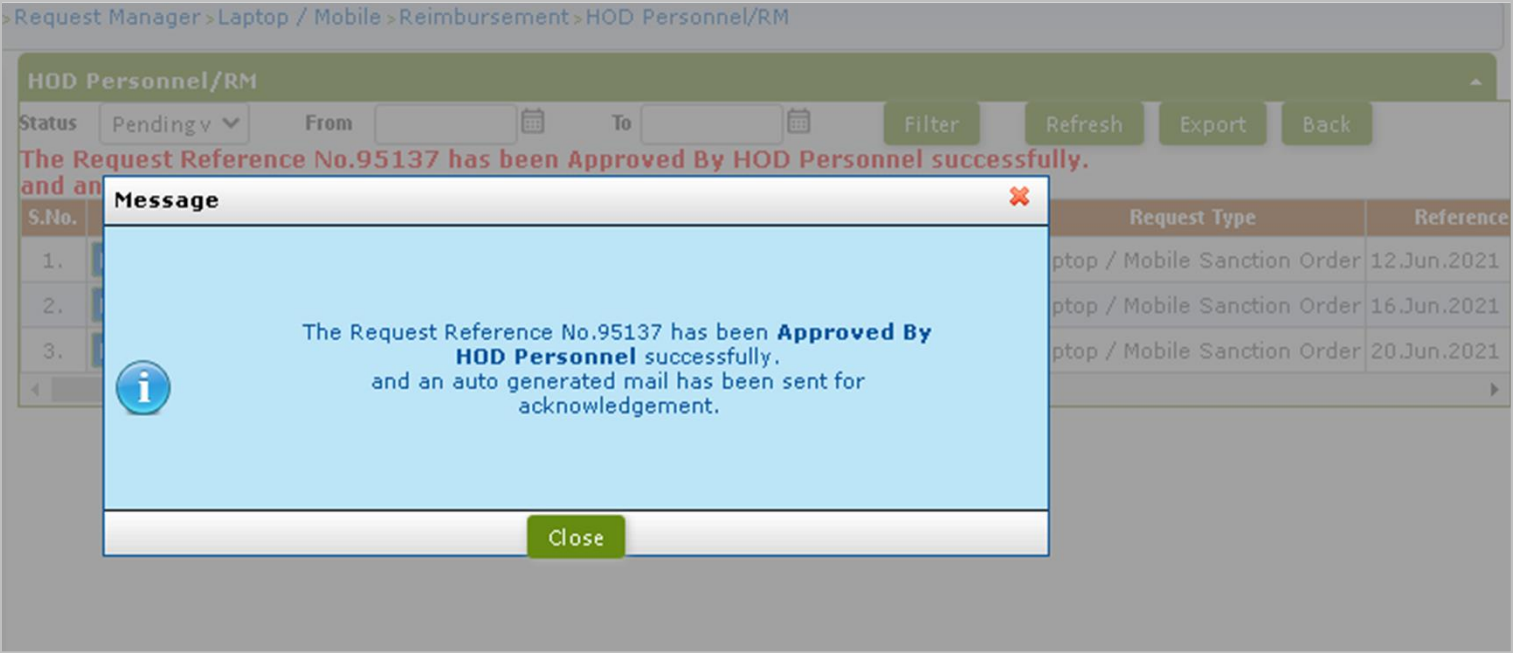
LAPTOP/MOBILE REIMBURSEMENT REQUEST

- At the Home Page, select your authorization role as “HOD Personnel/RM” from top left corner.
- On menu bar, click on **Request Manager** → **Laptop/Mobile** → **Reimbursement** → **HOD Personnel/RM**
- The above shown window will appear on your screen.
- To approve/reject a request, click on “View” or “Approve” button to further see the request details.
- Step by step process to view, approve and return a request is shown in further slides.

| Reimbursement Request | |
|--|----------------------|
| Entitlement* | 40000 |
| Bill No.* | 12345 |
| Bill Date* | 06/06/2021 |
| Cost of item purchased* | 25000 |
| Make & Model of item purchased* | 2021 |
| Reimbursable Amount* | 25000 |
| Attach invoice* | View |
| Attach any other document | |
| Comments by Establishment Head /DGM Admin* | Test |
| Comments by Dealing Assistant* | Test |
| Comments by Admin Head* | Test |
| Comments by RM/HOD Personnel* | Test |

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.

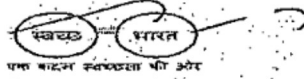


The screenshot displays a web application interface for 'HOD Personnel/RM'. The breadcrumb trail is '>Request Manager > Laptop / Mobile > Reimbursement > HOD Personnel/RM'. The page title is 'HOD Personnel/RM'. Below the title, there are search filters for 'Status' (set to 'Pending'), 'From', and 'To', along with buttons for 'Filter', 'Refresh', 'Export', and 'Back'. A red notification banner at the top reads: 'The Request Reference No.95137 has been Approved By HOD Personnel successfully. and an auto generated mail has been sent for acknowledgement.' A modal message box is open in the center, titled 'Message', with a blue background and an information icon. The message text is: 'The Request Reference No.95137 has been **Approved By HOD Personnel** successfully. and an auto generated mail has been sent for acknowledgement.' A 'Close' button is located at the bottom of the message box. In the background, a table is visible with columns 'Request Type' and 'Reference'. The table contains three rows of data:

| S.No. | Request Type | Reference |
|-------|--------------------------------|-------------|
| 1. | Laptop / Mobile Sanction Order | 12.Jun.2021 |
| 2. | Laptop / Mobile Sanction Order | 16.Jun.2021 |
| 3. | Laptop / Mobile Sanction Order | 20.Jun.2021 |

REQUEST APPROVED

- Once you click on “Approve” button, above shown message will appear on your screen.
- An auto-generated mail will be sent to your official mail ID for acknowledgement.



CENTRAL WAREHOUSING CORPORATION

(A Government of India Undertaking)

4/1, Siri Institutional Area, HauzKhas, New Delhi - 110016

Ph: 011-26515178, Telefax 26967256, E-mail: warehouse@nic.in

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

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

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

17/02/2016

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.
- 2.1 The 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 by RM/CC Head within the framework of approved policy/guidelines.
- 2.2 Officer 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.

13/02/2016

- 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 | - | 3G/ 4G |
| Operating System | - | IOS/Android/Windows. |

- 6 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.

17/02/2016

- 7 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:-

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

Yours faithfully,

(A.K. Sharma) 13/02/20
General Manager (Pers.)

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.



CENTRAL WAREHOUSING CORPORATION

(A Government of India Undertaking)

4/1, Sri Institutional Area, Hauz Khas, New Delhi - 110016

Ph: 011-26515178, Telefax 26967256, E.mail: warehouse@nic.in

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 th 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:

- 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 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.

~~Law~~
26/3/15
(PAWAN KANT)
General Manager (Pers)

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

~~Signature of CWC~~
SKS

~~Signature~~
26/3/15



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 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. 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.
5. Guard File.
6. Notice Board.