

**FINANCE DIVISION
(Insurance Section)**

No. CWC/CO-FD-Insurance Policy/2022-23

Dated: 25.03.2022

Sub: Renewal of Insurance Policies for Stock, Building & Miscellaneous Policies

**Ref: - (i) Personnel Division, CO Circular No. CWC/I-Laptop/Admn. dated 23.03.2015
reg. Provision of laptop to the officers of the Corporation - reg.**

**(ii) Personnel Division, CO Circular No. CWC-CO/MIS/31/2020 dated
06.05.20200 reg. Allotment of Laptop**

In reference to the cited subject, the insurance tender in respect of stock/building & miscellaneous policies is going to expire on 31.05.2022 and the new tender for the appointment of the Insurance Company needs to be floated and finalized before 31.05.2022.

2. The personnel division has issued a circular (ref. i) regarding provisions of laptop to officers of the Corporation wherein Safety and upkeep of the laptops, careful handling, protection from damage etc. including theft, is the responsibility of the officer concerned. The FIR is to be lodged in case of a theft.

3. However, as per circular dated 06.05.2020 at ref – ii above, the Finance Division at CO and RM at ROs shall arrange insurance cover for the laptops under this scheme, for the risk of theft, burglary, data loss, any physical damages to the laptop etc.

4. Therefore, it is observed that the insurance coverage for two sets of employees under two different scheme is different.

5. In view of the above, the Personnel Division may be requested to provide a list of the laptops issued under policy circular dated 06.05.2020 with value of the laptops and also clarify if the laptops issued vide circular dated 23.03.2015 also needs to be insured.

(RR Aggarwal)
GGM (Finance)

GGM (Personnel)