



Central Coalfields Limited
A MINIRATNA COMPANY
(Govt. of India Undertaking)
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No. CCL/GM(P-EE)/2018/ 11528-31

Date : 05/6/18

To
All GM/ HODs
CCL (HQ), Ranchi.

Sub : Scheme for providing laptop/ tablet or devices of similar categories
Ref : CCL/C-5A(PC)/Laptop/49 date : 23/02/15

Sir,

Kind attention is invited to our letter no. CCL/HQ/EE/Laptop/15/9042-100 dated 04/05/2015 vide which approval of FDs taken in 2015 : 10th meeting held on 23/04/15 (as communicated by Comp. Secy. Vide ref. no. CS/2015/10th/62 dated 02/05/15) was conveyed for implementation of scheme for providing laptop/ devices to the executives of CIL and its subsidiaries once in every three years for an amount not exceeding Rs. 70,000/- as was decided in 311th meeting of Board of Directors of CIL held on 12th and 13th Feb 2015 and communicated to this end by GM (P/PC), CIL vide his letter no. CIL/C5A(PC)/Laptop/49 dated 23/02/15.

As per Clause 5 of the scheme, an executive can avail this facility again after the expiry of 3 years. The scheme came into force w.e.f 01/04/15, which means that most the executives will be completing 3 years from the date of purchase of last device and would want to re-apply under the scheme. Moreover, as per Clause 7 of the scheme, the concerned executive will have to compulsorily buy back the device on expiry of 3 years. On payment of residual value plus other taxes accrued, the device will be removed from the asset register of the company and will be transferred in the name of executive concerned and will be said to have bought back by the executive.


In this regard, it is requested to advise the executives, who are willing to re-apply for purchase of device under the scheme, to submit following documents along with their application (Appendix "X" & "Y") and duly self attested original Proforma invoice :

1. A clearance certificate from Finance Deptt., stating that no amount is pending to be recovered against the device purchased by the executive under this scheme.
2. Previous sanction order and final bill submitted by the executive, specifically mentioning with the date on which the device was purchased.

You are, therefore, requested to kindly ensure that the executive applying for sanction meets the eligibility criteria as per the scheme, has completed 3 years from the date of purchase of previous device and apply in prescribed format along with the above mentioned documents, so as to enable us to issue sanction orders expeditiously.

Encl : Appendix 'X' & 'Y'

Yours faithfully


5.6.18
(A.K. Singh)
GM (P-EE)

Copy for kind information :

1. TS to CMD, CCL, Ranchi.
2. TS to D(F)/ D(P)/ D(T/O)/ D (T/P&P), CCL, Ranchi.
3. GM (System), CCL, Ranchi – with the request to kindly upload in the CCL website.

Undertaking

I.....EIS No..... working as in the..... do hereby undertake onthat I am willing to procure and maintain the laptop / tablet or devices of similar categories in accordance with the approval terms and condition in the scheme of the Company as communicated vide sanction order no. CIL/C5A(PC)/Laptop/49 dated 23.02.2015 issued by GM(P/PC), CIL, Kolkata and further communication vide Ref. No. -----.

I further undertake that I will make the device available at my workplace every day and use it for official work.

On separation/ superannuation from the Company, I undertake to deposit the residual value as per the scheme with the Company. In case of failure to do so, I authorize the Company to recover the dues from any amount due to me from the Company such as pay, leave encashment etc.

Name :
Designation :
Department :
Place of Posting :

Signature.....

Dated.....