

एक कदम स्वच्छला की ओर



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Date : 05 /6/18

No. CCL/GM(P-EE)/2018/ //528-31

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 : 10<sup>th</sup> meeting held on 23/04/15 (as communicated by Comp. Secy. Vide ref. no. CS/2015/10<sup>th</sup>/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 311<sup>th</sup> meeting of Board of Directors of CIL held on 12<sup>th</sup> and 13<sup>th</sup> 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

(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.

### Application for procurement of laptop/tablet or devices of similar category

i)	Application for laptop/tablet or device (tick):	1 <sup>st</sup> purchase 2 <sup>nd</sup> purchase
		3 <sup>rd</sup> purchase
ii)	If applied for 2 <sup>nd</sup> OR 3 <sup>rd</sup> purchase, the date of last purchase:	

## Note: Following documents should be enclosed:

- 1. Self attested original Proforma invoice.
- 2. Declaration in Appendix 'Y'.
- 3. Clearance certificate from Financial Deptt., stating that no amount is pending to be recovered against the device purchased. (for 2<sup>nd</sup> OR 3<sup>rd</sup> purchase)
- 4. Self attested copy of previous sanction order and final bill. (for 2<sup>nd</sup> OR 3<sup>rd</sup> purchase)

Sr. No	Particulars	Details
1.	Name of the applicant	
	(Full name in block capital letters)	
2.	Designation and EIS No.	
3.	Present grade and basic pay	
4.	Place of posting (area/project/department)	
5.	Date of appointment	
6.	Date of superannuation	
7.	Full address of the employee	
	A) Permanent	
	B) Present	
8.	E-mail Id and Mobile no.	
9.	'MAKE' and model of the device intended to be	
	purchased	
10.	Configuration of device(give detail)	
11.	Estimated cost of the device	
12.	Name and address of the	
	manufacturer/dealer/vendor from whom the device	
	is to be purchased	
13.	Proforma invoice no. and date with amount issued	
	by the dealer/vendor	

### 14. Declaration

- a) I have read and understood the rules under which the laptop/ tablet or devices of similar categories will be sanctioned by the company and agree to abide by the conditions prescribed by the company.
- b) The details furnished in the application are true to the best of my knowledge and belief.
- c) I will use the device for official work.

Date:

Signature

Through controlling officer



# Undertaking

I
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