



CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Government of India Enterprise)

No. CRWC-VI/Laptop & Mobile phone/12-13/ 1378

Date: 17.07.2012

CIRCULAR

In continuation to the circular No. CRWC-I/Board Agenda/09-10/3460 dated 02.03.2010 (copy enclosed) wherein the approval of the Board was conveyed for policy guidelines for providing Laptops to the officers of the company for better efficiency. The officers were also allowed to buy back the Laptops by paying depreciated cost. With the Approval of the Competent Authority, it has been decided that.

1. The eligible officers shall be required to obtain administrative approval for purchase of Laptops.
2. To avoid accumulation of obsolete electronic item it is compulsory for retaining of Laptops after paying depreciated cost as detailed in circular dated 02.03.2010 by concerned officers at the time of transfer, repatriation and retirement etc.. Therefore the Laptops provided to eligible officers shall not be taken back by the company at the time of transfer, repatriation and retirement etc..
3. List of selected brands with configuration and software required will be finalized by the Corporate Office and intimated subsequently in due course of time.
4. Laptops shall be purchased by concerned officers and the same shall be reimbursed to them within cost ceiling approved by BOD and circulated vide circular dated 02.03.2010. Further, it is to clarify that in case any software is added by any official, cost thereof shall be borne by them.

Encls.: As above.

P.K. Jain
(P.K. Jain) 17/07/12

Superintending Engineer (E&A)

To: All Concerned, GM (f/A), DGM (M&O)-I, DGM (M&O)-II, SF, AGM (f/A), EF, SAM (f/A),

Copy to: The P.S. to M.D for information. ~~SHO~~, Supdt., CRWC, Co, New Delhi

All Terminal Manager and Executive Engineer.

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CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Government of India Enterprise)

No. CRWC-I/Board Agenda/09-10/ 3460

Dated: 02.03.2010

Circular

**Sub: Policy Guidelines for providing laptops and mobile phone sets to officers
....regarding.**

An Agenda regarding policy Guidelines for buy back of laptops and mobile phone sets to officers was placed before the Board of Directors in its 14th Meeting held on 16th February, 2010. The Board resolved as under:

“Resolved that the policy guidelines as proposed in the agenda note for providing laptops and mobile handsets to the officers of the company are hereby approved.”

The extracts of the relevant portion of the Agenda item No. 6 having policy guidelines for providing laptops and mobile phone sets to the officers are reproduced below:

“The officers of the company are being provided laptops and mobile sets for better efficiency. As per the mandate given by the Government, all the officers shall be on deputation or on contract. The period of deputation may vary from two or more years depending upon the requirement.

The laptops and mobile sets have been provided to the officers at the Corporate office keeping in view the requirements of the job, irrespective of the post held. These officers have been using the laptops and the mobile sets for almost two years. These are electronic items and due to rapid changes in technology and new features, these equipment need replacement for deriving the benefits of updated technology from time to time. The advantages of updated technology on regular basis and at reduced cost would be available if the company gets the salvage value for the used items. This will also prevent the accumulation of obsolete electronic equipment if the outgoing officials are allowed to keep the equipment on depreciated value.

Keeping in view the period of employment in the company and the above stated factors, it is proposed to form a policy to allow officers on deputation to buy the laptops and mobile sets after paying the depreciated price as per the details given below:

LAPTOPS.

Eligibility Criteria	Purchase Price (excluding taxes) Rs.in lakh.	Value as % of Original Cost				
		Upto 1 year	Above 1 yr to 2 yrs	Above 2 yrs to 3 yrs	Above 3 yrs to 4 yrs	Above 4 yrs
MD	1.20	90%	65%	45%	30%	20%
GM & above	0.75	90%	65%	45%	30%	20%
DGM/SE/AGM	0.50	90%	65%	45%	30%	20%
Sr.Manager/ Manager /Executive Engineer	0.40	90%	65%	45%	30%	20%

Terms and conditions are proposed as under:

1. To take responsibility solely for any violation of the Computer software copyright by the employee.
2. To take responsibility for the protection of the Company's information.
3. To prevent any damage to the laptop including loss/theft.

NOTE: -

1. The officers to whom laptops have already been given at the time of their joining shall also be extended the benefits of the policy at the cost of purchase of their laptops from the date of purchase.
2. As per the applicable rate of depreciation, the life of computers (Laptop) is six years.

MOBILE PHONES

Eligibility Criteria	Purchase Price (Excluding Taxes) In Rs.
MD	30000/-
GM & Above	10000/-
DGM/SE/AGM	6000/-
SR. Manager/Manager/Executive Engineer	4000/-

Terms and conditions are proposed as under:

Life of a mobile set is taken to be three years keeping in view the fact that officers are on deputation. However, any employee leaving the Company before completion of 3 years may be allowed to keep the set by depositing the depreciated cost as under:-

- Less than one year - 60%
- Less than two years - 30%
- After two years - 10%

After three years the officers may opt for a new mobile set as per the entitlement. The above policy shall also be applicable to the employees who have already been provided with the mobile sets from the date of purchase".


(Vijai Shanker)
For GM (M&O)

To
All GMs/SE/Sr. Manager/Manager/PS to MD, CRWC, CO, New Delhi.

Sr. Manager/Manager, RWCs.