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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FORMAT FOR** | | | **REIMBURSEMENT OF** | | **PURCHASED** | | **LAPTOP** | |
| Name of the | officer |  | | | | | | |
| Designation | |  | | | | | | |
| Please tick the pay structure | | | | | | | | |
| Pay structure | | Chairman, Deputy Chairman & CVO | | HOD’s in the scale of Rs.1,00,000- 2,60,000 & above | | Officers in the scale of pay Rs.60,000- 1,80,000 & above (SE/DCAO/DS/Sr.DD) Rs.16,750/-) & above | | Officers in the scale of pay Rs.50,000-1,60,000 & above.  (EE/Sr.AO/  Sr.ATM/DD or Equivalent) |
| Eligible Amount Rs. | | Rs.2,00,000/- | | Rs.60,000/- | | Rs.50,000/- | | Rs.50,000/- |
| Laptop purchased details | | | | | | | | |
| Name of Shop  purchased Laptop | |  | | | | | | |
| Invoice/ Bill No. | |  | | | | | | |
| Value of purchase | |  | | | | | | |
| Make | |  | | | | | | |
| Model | |  | | | | | | |
| Laptop Sl. No. | |  | | | | | | |
| Insurance details | |  | | | | | | |
| Declaration | | | | | | | | |
| A) The year wise depreciation of laptop over the codal life of 4 years and its residual value  beyond codal life shall be as under if the codal life of the laptop is completed, the  officers upto level of Dy.HOD.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year wise depreciation | | | | Residual value  after 4th year | | Year 1 | Year 2 | Year 3 | Year 4 | a)CPT/Dy.CPT, HOD’s,  Dy.HOD’s have to pay  Rs.1,000/-  b) other Officers – 10%  of Purchase price | | 50% | 25% | 10% | 5% | | | | | | | | | |

Note : In case of officer posted out by the Government/MOPSW by way of selection/Promotion/Transfer or Selection in any Major Port, no payment is required to be made for all categories officers Irrespective of completion of codel life.

1. If I resigns/seeks voluntary retirement/ leaves the organization permanently, the depreciated cost shall be recovered as detailed in the order No. MEE/SE1E2/Ele/F.5(38)/2016-22/D.2080 dt 22.07.2022
2. I also abide by all the conditions in the order No. MEE/SE1E2/Ele/F.5(38)/2016-22/D.2080 dated 22.07.2022.

**Signature of the Applicant**

Signature of the Applicant

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| **Recommendation with justification based on the necessity by the HOD** |
| **Head of the department** |

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| **Remarks & approval of the MEE Department** |
| * Laptop details taken in the Laptop fixture register * Details furnished by the applicant is verified   **Chief Mechanical Engineer** |
| **Remarks & reimbursement of the Finance Department** |
| FA&CAO |