

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)	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 Laptop is completed, the officers upto level of Dy.HOD.

Year wise depreciation				Residual value after 4 th 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.

B) If I resigns/seeks voluntary retirement/ leaves the organization permanently, the depreciated cost shall be recovered as detailed in the order No. MEE/SE1E2/Elc/F.5(38)/2016-22/D.2080 dt 22.07.2022

C) I also abide by all the conditions in the order No. MEE/SE1E2/Elc/F.5(38)/2016-22/D.2080 dated 22.07.2022.

Signature of the Applicant

Recommendation with justification based on the necessity by the HOD

Head of the department

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