

FORMAT FOR REIMBURSEMENT OF PURCHASED LAPTOP

Name of the officer																			
Designation																			
Please tick the pay structure																			
Pay structure	Rs.43,200/- to Rs.66,000/-	Deputy HOD and officers in the scale of pay of Rs.20,600/- to Rs.46,500/- (pre-revised scale of pay of Rs.10,750/- to Rs.16,750/-) & above																	
Eligible Amount Rs.	Rs.60,000/-	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) If I am leaving the service of VOC Port Trust due to transfer / deputation / absorption /lien etc within Government Organization, then I accept the option either to																			
➤ Return the laptop																			
or																			
➤ refund the balance amount and keep the laptop with me																			
(For Laptops: The year wise depreciation of laptop over the codal life of 4 years and its residual value beyond codal life shall be as under:																			
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="4">Year wise depreciation</th><th rowspan="2">Residual value after 4th year</th><th rowspan="2">Remarks</th></tr><tr><th>Year 1</th><th>Year 2</th><th>Year 3</th><th>Year 4</th></tr></thead><tbody><tr><td style="text-align: center;">50%</td><td style="text-align: center;">25%</td><td style="text-align: center;">10%</td><td style="text-align: center;">5%</td><td style="text-align: center;">10%</td><td style="text-align: center;">% of purchase price.</td></tr></tbody></table>				Year wise depreciation				Residual value after 4 th year	Remarks	Year 1	Year 2	Year 3	Year 4	50%	25%	10%	5%	10%	% of purchase price.
Year wise depreciation				Residual value after 4 th year	Remarks														
Year 1	Year 2	Year 3	Year 4																
50%	25%	10%	5%	10%	% of purchase price.														
)																			

B) If I resigns/seek voluntary retirement/ leaves the organization permanently, the depreciated cost shall be recovered as detailed in the order No. MEE/SE1E2/El/F.5(38)/2016/D.3679 dated 18.08.2016

C) I also abide by all the conditions in the order No. MEE/SE1E2/El/F.5(38)/2016/D.3679 dated 18.08.2016

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