



V .O.CHIDAMBARANAR PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
TUTICORIN - 628004
Fax: 0461 – 2354274
e-mail:cme@vocport.gov.in



No. MEE/SE1E2/Elc/F.5(38)/2016/D 4043

dated: 29-11-2018

OFFICE ORDER

Sub: Procedure for purchase of mobile phone, laptop etc-Reg
 Ref: MEE dept. Office order No.MEE/SE1E2/Elc/F.5(38)/2016/D.3679
 dated 18.08.2016

Kindly refer to the above order for the purchase of mobile phone, laptop etc. by officials of Port and the following modification are made,

Calculation of depreciation of cost:

- (i) **For Laptops:** The year wise depreciation of laptop/mobile phone over the codal life of 4 years and its residual value beyond codal life shall be as under:

Yearwise Depreciation						Residual value after 4 th year
Year 1			Year 2	Year 3	Year 4	
0-30 days	30-180 days	180-365 days	25%	10%	5%	10%
Nil	25%	50%				

- (ii) **For Mobile Phones:** The year wise depreciation of laptop/mobile phone over the codal life of 3 years and its residual value beyond codal life shall be as under:

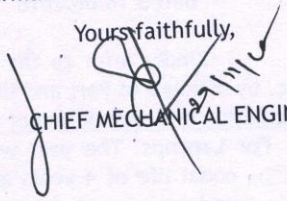
Yearwise Depreciation					Residual value after 3 rd year
Year 1			Year 2	Year 3	
0-30 days	30-180 days	180-365 days	25%	15%	10%
Nil	25%	50%			

If the officer having service less than one year willing to retain the purchased laptop/mobile phone, depreciated cost as per above table shall be recovered.

All other terms and condition mentioned in the office order dated 18.08.2016 remains the same.

This issues with the approval of Chairman VOCPT

Yours faithfully,


CHIEF MECHANICAL ENGINEER

To
All Heads of Departments for information.

Copy to

- 1) PS to the Chairman
- 2) PA to the Deputy Chairman