



V.O.CHIDAMBARANAR PORT TRUST  
MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT

ELECTRICAL DIVISION

TUTICORIN - 628004

Phone: 0461-2352290 (9Lines), 0461-2352999 (PRI),

Fax : 0461 - 2354274

No. MEE/SE1E2/Elc/F.5(38)/2016/D. 3679

Dt. 18.08.2016

OFFICE ORDER

Sub: Procedure for purchase of mobile phone, laptop etc-Reg

The policy for sanction/recovery of laptops and mobile phones for HODs, Sr. Class I officers & Class II officers of VOCPT is as follows:

- I) **Laptops and mobile phones will be provided to the Sr.Class I officers** in the scale of pay of Rs.20,600-46,500(pre -revised scale of pay of Rs.10750-16750/& above) *on need basis as per requirement* for enabling to carry out their office work more effectively, under the following conditions:

- a) Laptops:

Laptops will be provided to officers as follows:

01	Chairman/Deputy Chairman/Chief Vigilance officer	No cost limit
02	All heads of Department	RS.60,000
03	Dy.HODs and officers in the scale of pay of Rs.20,600-46,500(Pre -revised scale of Rs.10,750-16750/-) & above	Rs.50,000

- B) Mobile phones:

Similarly mobile phone as will be provided to officers as follows basing on necessity and justification.

01	Chairman/Deputy Chairman/Chief Vigilance officer	No cost limit
02	All heads of Department	RS.20,000
03	Dy.HODs and officers in the scale of pay of Rs.20,600-46,500(Pre -revised scale of Rs.10,750-16750/-) & above	Rs.10,000
04	Class-I officers in the scale of pay Rs.20,600-46,500/- (pre revised scale of pay of Rs.9,100-Rs.15,100)	Rs.7,500
05	Class -II officers in the scale of pay Rs.16,400-Rs.40,500/-	Rs.5,000

- II) **The above laptops/mobile phones will be supplied on the following terms & conditions:**

- a) The above cost ceiling shall be inclusive of all accessories, operating system, insurance, etc. The officer should <sup>submit</sup> the proof of payment of insurance for the item, along with invoice amount shall be reimbursed only after the submission of the same. It may be noted that if the cost of the equipment purchased exceeds prescribed ceiling limit, even then cost of equipment shall be considered as only equal to maximum value prescribed for the purpose of calculating depreciation and reimbursement. If the equipment purchased costs less than the Ceiling prescribed then the actual value will be taken for the purpose of calculating depreciation and reimbursement.

- b) Laptop and Mobile phones will be provided to the officer, if he has at least a balance service of 1 year on the day of sanctions.
- c) The codal life of laptops will be taken as four(4) years and that of Mobile phone as three (3) years
- d) 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:

Year wise depreciation				Residual value after 4 <sup>th</sup> year	Remarks
Year 1	Year 2	Year 3	Year 4	10%	% of purchase price.
50%	25%	10%	5%		

(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:

Year wise depreciation			Residual value after 3 <sup>rd</sup> year	Remarks
Year 1	Year 2	Year 3	10%	% of purchase price.
50%	25%	15%		

(iii) The depreciated value is for the price of the machine and associated accessories including licenses OS with the machine only. This depreciation formula does not include any packaged utility software which is brought along-with the machine as separate item.

(iv) For calculation depreciated value for a part of the year, the overall depreciation proposed for the year can be divided by 12 for arriving at a value for a particular month within that current year.

Illustration for calculating the depreciated value where a part year is involved, say at the end of 15 months from the date of purchase.

Assuming original cost= Rs.50,000/-

Depreciation after 1<sup>st</sup> year=50%

Depreciation after 15 months= Depreciation for the first yar (@50% if purchase price)+ depreciation of 3 months of second year (@25% of purchase price)=50% + (25%\*3/12)= 56.25% of purchase price.

Depreciated value after 15 months=Original Cost- Depreciation after 15 months=Rs.50,000- (56.25/100\*Rs.50,000)= Rs.21875/-.

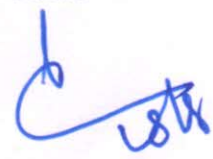
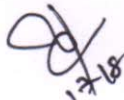
○) Recovery/ disposal of old laptop / mobile phones.

- A) If the officer is leaving the service of VOC Port Trust due to transfer / deputation / absorption /lien etc within Government Organization, then he has the option either to
- Refund the balance amount and keep the item with him, or
  - To keep the item with him without remitting balance quantity, in which case, date of procurement and date of completion of Codal life will be entered in his LPC and he is required to pay the 10% of the equipment cost towards residual value prescribed at the end of codal life.
- B) If the officer resigns/seekes voluntary retirement/ leaves the organization permanently, the depreciated cost shall be recovered as detailed in para-II (d) above.
- C) If the officer dies while in service / medically invalidated /returns to lending Organization for administrative requirements, then the equipment has to be returned/balance depreciated value to be paid, However, Chairman has discretion to write-off the balance depreciated/residual value, in genuine circumstances and allows officer or his family <sup>to retain</sup> the equipment purchased.

In conditions A,B & C above, depreciated/ residual value is to be calculated as per formula detailed in para-II(d) above. If the officers is required to pay the residual value as per this policy, he/she can own the laptop/ mobile phones only after remitting the same.

IV) Whenever the instrument exceeds its codal life, then the officer can place a request for another item after paying the residual value to take custody of laptop/mobile phone.

<sup>This is</sup>  
~~The above~~ issued with the approval of Chairman VOC Port Trust.



Chief Mechanical Engineer

Copy to:

- 1) PS to the Chairman
- 2) PA to the Deputy Chairman
- 3) All Heads of Departments for information.