

No.MEE-ELECOMISC/12/2021-MechanicalSE(2)/2467/D. 3481

Dated:25.03.2025

OFFICE ORDER

Sub: - Procedure for purchase of Mobile Phone and Laptop - Reg.

Ref: -1. MEE/SE1E2/Elec/F.5(38)/2016/D.3679 dated 18.08.2016

2. MEE/SE1E2/Ele/F.5(38)/2016/D.4043 dated 29.11.2018

3. MEE/SE1E2/Ele/F.5(38)/2016-19/D.1982 dated 18.05.2019

4. MEE/SD/AEE/F.25/15-18/2356/D.4674 dated 23.12.2019

5. MEE/SE1E2/Elec/F.5(38)/2016-22/D.2080 dated 22.07.2022

Kindly refer to the above orders for purchase of mobile phone, laptop and Briefcase/Travelling Bag by officers of port. The revised purchase/reimbursement cost for mobile phone, laptop, Briefcase/Travelling Bag for the officers of VOCPA as follows. Along with this the revised Cost for usage charges of internet services (FTTH) also included.

(i) Reimbursement Cost for Purchase of Laptop:

Sl. No.	Level of Officers		Ceiling for cost of Laptop (plus applicable tax)	
			Existing	Proposed
1	Chairperson /Dy.CPA/CVO		2,00,000	2,00,000
2	HoD/Sr. Commandant CISF Officers in the scale of Rs. 1,00,000-2,60,000 & Rs. 1,20,000-2,80,000		60,000	1,20,000
3	Dy. HoDs /Dy. Commandant CISF Officers in the scale of Rs. 90,000-2,40,000 & Rs. 80,000-2,20,000		50,000	80,000
4	Class I & II Officers	Class-I officers & Assistant Commandant Officers in the scale of Rs. 70,000-2,00,000 Rs. 60,000-1,80,000 & Rs. 50,000-1,60,000 (SE/DCAO/DS/Sr.DD/EE/Sr.AO/Sr ATM/ DD or its equivalent cadre)	50,000	

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	Class I (Entry level posts) Officers in the scale of Rs. 50,000-1,60,000 (AEE/AO(Gr-I)/AS(Gr-I)/AD/ATM Gr-I or its equivalent cadre)	NIL	60,000
	Class-II officers in the scale of Rs.40,000-1,40,000 (AO/AE/AS or its equivalent cadre)	NIL	

(ii) Reimbursement cost for purchase of Mobile:

Sl. No	Level of Officers		Ceiling for cost of Mobile Handset (in Rs. plus taxes)		Ceiling for usage charges per month (in Rs. excl. taxes)	
			Existing	Proposed	Existing	Proposed
1	Chairperson /Dy.CPA/CVO		1,30,000	1,50,000	1,499	As per actual
2	HoD/Sr. Commandant CISF Officers in the scale of Rs. 1,00,000-2,60,000 & Rs. 1,20,000-2,80,000		25,000	80,000	799	1699
3	Dy. HoDs / Commandant CISF Officers in the scale of Rs. 90,000-2,40,000 & Rs. 80,000-2,20,000		20,000	60,000	399	499
4	Class I & II Officers	Class-I officers / Dy. Commandant / Assistant Commandant Officers in the scale of Rs. 70,000-2,00,000 Rs. 60,000-1,80,000 & Rs. 50,000-1,60,000 (SE/DCAO/DS/Sr.DD/EE/ Sr.AO/Sr ATM/ DD or its equivalent cadre)	15,000	30,000	Nil	399
		Class I (Entry level posts) Officers in the scale of Rs. 50,000-1,60,000 (AEE/AO(Gr-I)/ AS(Gr-I)/AD/ATM Gr-I or its equivalent cadre)	10,000	20,000	Nil	299
		Class-II officers in the scale of Rs.40,000-1,40,000 (AO/AE/AS or its equivalent cadre)	7,500			

(iii) Cost for usage charges of internet services (FTTH) :

Sl. No.	Level of Officers		Ceiling for usage charge (in Rs. Excl. taxes)	
			Existing	Proposed
1	Chairperson /Dy.CPA/CVO		1299	As per actual
2	HoD/Sr. Commandant CISF Officers in the scale of Rs. 1,00,000-2,60,000 & Rs. 1,20,000-2,80,000		799	1499
3	Dy. HoDs / Commandant CISF Officers in the scale of Rs. 90,000-2,40,000 & Rs. 80,000-2,20,000		299	699
4	Class I & II Officers	Class-I officers / Dy. Commandant /Assistant Commandant Officers in the scale of Rs. 70,000-2,00,000 Rs. 60,000-1,80,000 & Rs. 50,000-1,60,000 (SE/DCAO/DS/Sr.DD/EE/ Sr.AO/Sr ATM/ DD or its equivalent cadre)	299	499
		Class I (Entry level posts) Officers in the scale of Rs. 50,000-1,60,000 (AEE/AO(Gr-I)/AS(Gr-I)/AD/ATM Gr-I or its equivalent cadre)	NIL	NIL
		Class-II officers in the scale of Rs.40,000-1,40,000 (AO/AE/AS or its equivalent cadre)	NIL	

Note:-The above usage charges are only for the department's internet (FTTH) connection in the quarters.

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(iv) **Reimbursement Cost for Purchase of Briefcase/Travelling Bag:**

Sl. No.	Level of Officers		Briefcase	
			Existing	Proposed
1	Chairperson /Dy.CPA/CVO		50,000	50,000
2	HoD/Sr. Commandant CISF Officers in the scale of Rs. 1,00,000-2,60,000 & Rs. 1,20,000-2,80,000		20,000	30,000
3	Dy. HoDs /Dy. Commandant CISF Officers in the scale of Rs. 90,000-2,40,000 & Rs. 80,000-2,20,000		15,000	20,000
4	Class I & II Officers	Class-I officers & Assistant Commandant Officers in the scale of Rs. 70,000-2,00,000 Rs. 60,000-1,80,000 (SE/DCAO/DS/Sr.DD or its equivalent cadre)	10,000	15,000
		Officers in the scale of Rs. 50,000-1,60,000 (EE/Sr.AO/Sr ATM/ DD or its equivalent cadre)	6,000	
		Class I (Entry level posts) Officers in the scale of Rs. 50,000-1,60,000 (AEE/AO(Gr-I)/AS(Gr-I)/AD/ATM Gr-I or its equivalent cadre)	5,000	10,000
		Class-II officers in the scale of Rs.40,000-1,40,000 (AO/AE/AS or its equivalent cadre)	4,000	10,000

The above proposal will be implemented prospectively with the following Terms and Conditions: -

- (1) If any officer already availed reimbursement with the existing scheme, they can avail the new scheme, subject to adjustment of balance depreciated values of old mobile/laptop as per the depreciation rates mentioned below, as a one-time measure.
- (2) The officer is required to submit a tax invoice for the purchased item to be eligible for reimbursement. The reimbursement amount will be limited to the actual cost or the prescribed ceiling, whichever is lower.

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- (3) The above cost ceiling shall include all accessories, the operating system, etc., if any.
- (4) The codal life of laptops will be taken as four (4) years and that of Mobile phone as three (3) years.
- (5) Laptop and Mobile phones will be provided to the officer, if he/she has atleast a balance service of 1 year on the day of sanctions.
- (6) If the officer is provided with the department's cell phone service connection, the concerned is not eligible for usage charge reimbursement. Further, the officer provided with the departmental SIM card Number has to return the same to the undersigned on the date of relieving / retirement.
- (7) The CPA/Dy.CPA/CVO/HoDs are entitled to two cell phone service connections. The ceiling prescribed above is for two connections.
- (8) The monthly usage charges will be reimbursed by the respective department on submission of GST invoices only. The bill shall be submitted on or before 20th of every month and later submission will not be entertained. The reimbursement amount will be limited to the actual cost or the prescribed ceiling, whichever is lower.
- (9) Recovery/disposal of old laptop / Mobile phones: -If the officer resigns / seeks voluntary retirement / leaves the organization permanently due to superannuation or any other reason, the depreciated cost shall be recovered as mentioned below (13).
- (10) In case, an officer is posted out to the Government / MoPSW/ Major Ports by way of selection/promotion/transfer and if the officer dies / medically invalidated while in service, no recovery will be made, even if codal life of the mobile / Laptop is not completed.
- (11) Whenever the instrument exceeds its codal life, then the officer can place the next request.
- (12) **Briefcases/Travelling Bags:-**
 - (i) Reimbursement for briefcases/travelling bags will be made on three-year block basis i.e., 2025 to 2027 and there on, with eligible claims being paid once during this period.
 - (ii) The briefcases/travelling bags may be procured as per the requirement/nature of work of the officer. However, the reimbursement amount will be limited to the actual cost or the prescribed ceiling, whichever is lower.

(13) Calculation for the depreciation / reimbursement cost: -

- a) For Laptops: The year-wise depreciation of laptop over the codal life of 4 years shall be as under: -

Year wise Depreciation			
Year-1	Year-2	Year-3	Year-4
50%	25%	15%	10%

- b) For Mobile Phones: The year-wise depreciation of Mobile phone over the codal life of 3 years shall be as under:

Year-wise Depreciation		
Year-1	Year-2	Year-3
50%	35%	15%

- c) The reimbursed value (equipment's actual cost or prescribed ceiling) will be considered for depreciation calculation.
- d) Illustration for calculating the present value of mobile/laptop after depreciation where a part year is involved, say at the end of 15 months from the date of purchase.

Assuming reimbursed value (original cost/ prescribed ceiling) = Rs.50, 000/-

Depreciation percentage for 15 months	=	Depreciation for the first year {@50% of purchase price) + depreciation of 3 months of second year (@25% of purchase price)}.
	=	$50\% + \{(25\% \times (3/12))\}$
	=	56.25%.
Present value of equipment after depreciation for a period of 15 months	=	Original Cost - Depreciation value for 15 months.
	=	$\text{Rs.}50,000 - \{(56.25 / 100) \times \text{Rs.}50,000\}$
	=	Rs.21,875/-.

All prior orders issued regarding this subject are hereby superseded by this order.

This is issues with the approval of Chairperson, VOCPA.


 Chief Mechanical Engineer

To

1. All Heads of Department, VOCPA.
2. EDP centre - For uploading the same on VOCPA's intranet.

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1. PS to CPA/VOCPA
2. PA to Dy. CPA/VOCPA