



V .O.CHIDAMBARANAR PORT TRUST
MECHANICAL AND ELECTRICAL ENGINEERING DEPARTMENT
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No. MEE/SE1E2/El/F.5(38)/2016-19/D 1982

dated: 18 - 05 -2019

OFFICE ORDER

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

- Ref: 1. MEE dept. Office order No.MEE/SE1E2/El/F.5(38)/2016/D.3679 dated 18.08.2016
2. MEE/SE1E2/El/F.5(38)/2016/D.4043 dated 29.11.2018

Kindly refer to the above orders for purchase of mobile phone, laptop etc. by officials of Port. The following clauses are included:

- a) The methodology prescribed in the above referred orders shall be used for calculation of residual value for all purposes.
b) The number of mobile phone/laptop eligible for officials is as below,

Sl. No.	Official	Number of Laptop eligible	Number of Mobile phone eligible
01	Chairman/ Deputy Chairman /Chief Vigilance officer	1	2
02	All Heads of Department	1	1
03	Dy. HODs and officers in the scale of pay of Rs.20,600-46,500 & Rs.24,900-Rs.50,500/- (Pre -revised scale of Rs.10,750-16750/-) & above & Harbour Master scale	1	1
04	Class-I officers in pre revised scale of pay Rs.9,100-Rs.15,100	--	1
05	Class -II officers in the scale of pay Rs.16,400-Rs.40,500/-	--	1

- c) Further the officers provided with department sim card No. has to return the same to the undersigned on date of relieving/ retirement.
d) If the codal life was completed for the laptop, the residual value to be paid by CPT, Dy.CPT, HOD & Dy.HOD is Rs.1,000/- For others, the prevailing policy i.e 10% of cost has to be remitted.
e) If the codal life was completed for the mobile phone, the residual value to be paid by CPT, Dy.CPT, HOD & Dy.HOD is Rs.500/- For others, the prevailing policy i.e 10% of cost has to be remitted.

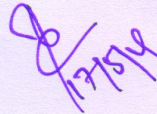
All other terms and condition mentioned in the office order dated 18.08.2016 & 29.11.2018 remains the same.

This issues with the approval of Chairman


Chief Mechanical Engineer

To

All Heads of Departments for information.


17/5/19