Revised JPO for purchase or Repair & Maintenance of Laptops.

Sub: **Provision of Laptop to Officers in lieu of Desktop.**

Ref: 1) Railway Board's letter No. 2011/C&IS/Committee/ Laptops/Pt.II dated 23.01.2012.

2) ECR's JPO dated 23.03.12 circulated vide DGM/G's letter No. ECR/ADM/Laptops/003/265 dated 12.04.12.

This JPO is in supersession to ECR's JPO dated 23.03.12 circulated vide DGM/G's letter No. ECR/ADM/Laptops/003/265 dated 12.04.12.

Officers have been given the option of procuring / replacing Laptop either through Railway or by themselves vide Railway Board's letter No. 2011/C&IS/Committee/ Laptops/Pt.II dated 23.01.2012 (henceforth referred as "*Board's letter dated 23.01.2012*"). In accordance with these guidelines, the following procedure is laid down on E.C. Railway:-

1. **Description of Laptop, eligibility and ceiling** shall be same as given in Para 1.1 to 1.6 of Board's letter dated 23.01.2012.

2. **Eligibility and Ceiling** both for procurement as well as Repair & maintenance shall be same as given in Para 2.1 to 2.2.3 of Board's letter dated 23.01.2012

3. PROCUREMENT, REPAIRS & MAINTENANCE:- Eligible officer can chose any one of the following methods of procurement of Laptop.

By Railway administration:

- Para 3.1.1 (a) to (c) of Board's letter dated 23.01.2012 shall be applicable.
- *The maintenance of those Laptops procured through Railway Administration will be processed by respective departments. An accountal of the amount spent on repair & maintenance would be kept by the respective department. Any purchase of spares, batteries etc. would be done by Stores Department. The respective department will maintain a full accountal of the amount spent on repairs and maintenance for each Laptop as per Railway Board's instruction contained in Letter dated 23.01.2012.*
- *In the Divisions, the maintenance would be done by the respective department on above lines.*

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By Concerned officer:

- Para 3.1.2 (a) to (g) of Board's letter dated 23.01.2012 shall be applicable.
- *Laptop will be purchased by concerned officer himself duly following the guidelines of Railway Board's letter dated 23.01.12 without need of any prior sanction/permission or prior information. Similarly no prior permission or sanction is needed for repair and maintenance including warranty extension but it should be within prescribed limits.*
- *Concerned officer will be required to give full details of procurement to his department (section maintaining T&P/store/repair) alongwith make/model, description and serial number or unique ID of laptop with copy of final bill and relevant documents for maintaining record. Similarly full details and bills of repair/maintenance or warranty extension/AMC should also be given to department for records. Original copy of bill/cash-memo will remain in custody of concerned officer.*
- *All Controlling officers will be the competent authority for sanction of reimbursement for purchase or repair/maintenance of laptop for their subordinate officers. All requests for reimbursement for procurement, repair/maintenance or warranty extensions should be sanctioned by such Competent Authority and must be routed through section of department maintaining such records.*
- *Reimbursement for procurement, repair, warranty extension etc. would be done through the Salary bill of the Officer. Sr.EDPM will allot 2 separate codes for "Reimbursement of Laptop Procurement cost" and "Maintenance charges of laptops" respectively.*
- *For reimbursement, an application along with self certified copy of the bill/cash-memo and necessary undertaking (on format of Annexure-I or II) should be submitted to APO(Bill) or salary drawing officer of the concerned department in triplicate for the reimbursed amount to be credited in the salary of the current month. For bill submitted after 10th, reimbursement will be credited in the next month's salary.*
- *APO/Bill will arrange to credit reimbursement amount in salary of concerned officer. Thereafter, APO/bill shall forward one copy each of such application regarding laptop procured and amount spent on its purchase, repairs, maintenance etc. to Sr.AFA/EGA and APO/Gaz. who will maintain separate records having these details. After the reimbursement through salary bill is passed, entry for amount spent on procurement and maintenance will be entered in the Personal file & Service sheet of each officer in Personnel & Accounts Department.*

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- *Such entries in service records, Personal file & department records should be deleted only after the residual value of the Laptop has been paid by the Officer. A fresh entry will be made in the service record once a replacement Laptop is procured again by the Officer.*

- *When an Officer is transferred, an entry in the LPC should be made regarding the procurement of the Laptop and amount spent on its purchase, repairs & maintenance (including warranty extension/AMC) year wise.*

- *In case of Officers who will be procuring Laptop on replacement account on completion of codal life, the residual value to be deposited by the Officer i.e. 10% of the original cost may be deducted from the reimbursable amount at the time of reimbursement or the Officer may deposit such amount in the Cash office and submit the necessary Cash Receipt alongwith his application for reimbursement. In case details of original cost are not available, it shall be taken as maximum value of Rs. 55000/-.*

- *For Divisions, workshops & Construction unit, the role of APO(Bills), Sr.AFA/EGA & APO/Gaz. mentioned above shall be performed by the concerned APO(Bills)/salary preparing officer & the associate accounts officer.*

Scope of procurement, repairs & maintenance shall be same as given in Para 3.2 (a) to (f) of Board's letter dated 23.01.2012.

4. **Accounting & Disposal** : shall be same as given in Para 4.1 to 4.8 of Board's letter dated 23.01.2012.

5. **Depreciation of Cost of Laptop:** shall be same as given in Para 5.1 to 5.6 of Board's letter dated 23.01.2012.

6. **Other Provisions**- shall be same as given in Para 6.1 to 6.2 of Board's letter dated 23.01.2012.

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(Anita Sarmah)	(A.K.Chandra)	(Rajesh Kumar)	(V.K.Srivastava)
FA&CAO/F&B	CME/Plg	CSE	CE/Works

Annexure-I

Application for reimbursement of cost of laptop in terms of Railway Board's letter No. 2011/C&IS/Committee/Laptops/Pt.II dated 23.01.2012

I, ..., presently working as ..... in the office of ..... do certify and declare that I have purchased a Laptop of ..... make on ....., at total cost of Rs. ..... from M/s ..... who is authorized outlet and Service Centre of the original equipment manufacturer ..... by paying the amount myself. The details of laptop are as follows:-

Make/Model/Description ....
Unique Serial no. .....

I also certify that

i) The rates are reasonable.
ii) The laptop has been actually procured by me.
iii) The reimbursed amount is liable to be recovered from me in case of false declaration detected at any stage.

I am also aware that

a) Railway will be neither responsible nor liable for any contractual, legal and statutory issues arising out of the purchase, repair and maintenance.
b) No advance shall be provided to me by the Railway Administration for enabling such purchase, repair and maintenance.
c) The complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement shall lie with me.
d) I will comply with the instructions as given by Railway Board's letter No. 2011/C&IS/Committee/Laptops/Pt.II dated 23.01.2012 and as amended by Railway Board from time to time.

Details of reimbursement-

Cost of laptop purchased by me - Rs. ...../-
Cost Ceiling for JAG & above/below JAG - Rs. ...../-

It is requested that Rs. ...../- may be reimbursed in my favour as per provision of Board's letter dated 23.01.2012.

Payment for earlier laptop on completion of codal life-

Date/month of supply - ..... (copy of proof of receipt enclosed)
Cost of purchase - ..... (copy of PO enclosed, if available)
Residual cost of old laptop (10%)- .....

It is requested that residual value of Rs. ..... of my old laptop (Make- ....., Serial/Unique ID .....) may be recovered from amount of reimbursement.

Net payment to be made to undersigned Rs. ..... – Rs. ..... = Rs. ...../-

Copy of Bill/Cash-memo of Rs. ..... issued by M/s ..... bearing No. ..... dated ..... is enclosed.

(Name)
Designation.....PF No...../..... BU.....

Reimbursement of purchase sanctioned

Controlling officer
Designation

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Annexure-II

Application for reimbursement of cost of Repair & maintenance/warranty extension/AMC (from OEM/authorized outlet) in terms of Rly Bd's letter No. 2011/C&IS/Committee/Laptops/Pt.II dt. 23.01.12

I, ..., presently working as ..... in the office of ...../E.C.Railway do certify and declare that I have (undertaken repair of my laptop)/(taken warranty extension for a further period of ..... after expiry of current warranty of .... Year) from M/s .... who is authorized outlet and service centre of the original equipment manufacturer ..... by paying the amount of Rs. ..... myself. The details of laptop and warranty extension are as follows:-

Model/Description ....
Serial no./Unique ID .....
Details of Repair & Maintenance/Warranty extension/AMC
.....
.....

I also certify that

iv) The rates are reasonable.
v) The laptop repair/warranty extension has been actually done by me.
vi) The reimbursed amount is liable to be recovered from me in case of false declaration detected at any stage.

I am also aware that

e) Railway will be neither responsible nor liable for any contractual, legal and statutory issues arising out of the purchase, repair and maintenance.
f) No advance shall be provided to me by the Railway Administration for enabling such purchase, repair and maintenance.
g) The complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement shall lie with me.
h) I will comply with the instructions as given by Railway Board's letter No. 2011/C&IS/Committee/Laptops/Pt.II dated 23.01.2012 and as amended by Railway Board from time to time.

Details of reimbursement-

- Cost of repair/warranty incurred by me - Rs. .....
- Ceiling limit for repair & maintenance (including warranty extension as per para 2.2 and 3.2 of Railway Board's letter dated 23.01.2012 - Rs. ..... (for 4 years)
- Balance amount of R&M due - Rs. .....

It is requested that Rs. ..... may be reimbursed in my favour as per provision of Board's letter dated 23.01.2012.

Copy of Bill/receipt/Cash memo of Rs. ..... issued by M/s .... bearing No. ..... dated ....., is enclosed.

DA/As above

(Name)
Designation.....PF No..... BU.....

Reimbursement of R&M/warranty extension/AMC sanctioned.

Controlling officer
Designation

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