



मिनी रत्न  
Mini Ratna PSU

सैन्ट्रल रेलसाइड वेअरहाउस कम्पनी लिमिटेड  
(भारत सरकार का उद्यम)  
CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED  
(A Govt. of India Enterprise)  
सीआईएन : यू63023डीएल2007पीएलसी165676  
CIN:U63023DL2007PLC165676



CRWC-I/ Policy (Laptop/Mobile)/2021-22/1699

Date: 07.12.2021

## **CIRCULAR**

### **Sub: Amendment CRWC Laptop & Mobile Policy.....regarding**

The policy guidelines for provision of purchasing mobile & laptop to the officers of CRWC were issued vide this office Circular No CRWC-I/ Policy (Laptop/Mobile)/14-15/1127 dated 29.05.2014.

With the approval of the Board of Directors in its 77<sup>th</sup> meeting, the following provisions related to repair & maintenance during the lifespan of the laptop and buy back & repurchasing of laptop after the expiry of the lifespan has been incorporated in CRWC Laptop and Mobile Policy with immediate effect:

1. Repairs, Maintenance and Safety of Laptop:

(a) Expenditure on repairs and maintenance of laptop is permissible on CRWC account to the extent of 20% of the cost of the laptop or the ceiling amount whichever is lower.

(b) No expenditure is allowable on repairs and maintenance on items covered under warranty, during the warranty period of the laptop. The warranty available may be kept in mind while incurring expenditure on repairs & maintenance.

2. Buy Back and Repurchasing of Laptop: On expiry of lifespan, i.e. after four years from the date of purchase, laptop shall compulsorily be bought by the concerned officer. The residual value of Laptop will be deposited by the officer or the same will be recovered from the salary of concerned Officer in one instalment. An Officer can avail this facility again after the expiry of four years and after payment of all the dues of previous laptop for procurement of a new laptop. At the time of purchasing the old laptop, taxes and duties applicable if any shall be paid by the officer.

Ritesh  
Sr. Manager (HR)

Distribution to:

1. All the Divisional Heads, CRWC, CO, New Delhi.
2. All Regular employees of CRWC

Copy to:

1. PS to MD for kind information please

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