

कोल इण्डिया लिमिटेड

10, नैताजी सुभाष रोड, कोलकाता-700001

फोन-033 2243 8099, फैक्स: 033-2243 5316

www.coalindia.in



**Coal India Limited**

10, N S ROAD, KOLKATA - 700001, W.B.

PHONE, 033 2248 8099, FAX, 033-2243 5316

www.coalindia.in

Ref : CIL/C-5A(PC)/laptop/49

Dated : 23.02.2015


**OFFICE ORDER**

**Sub: Scheme for providing laptop/ tablet or devices of similar categories to executives of Coal India Limited and its subsidiaries.**

The Board of Directors of CIL at their 311<sup>th</sup> meeting held on 12<sup>th</sup> and 13<sup>th</sup> February, 2015 has approved a scheme for providing laptop/ tablet or devices of similar categories to executives of Coal India Limited and its subsidiaries, once in every 3 years, of an amount not exceeding Rs. 70,000/- (under item no. 311:4 (T)).

A copy of the approved scheme is enclosed for implementation as approved by the Board. The scheme will come into effect from 01.04.2015.

However, the executives of MCL and NCL who have already purchased a laptop/ tablet, under the scheme prevailing in the companies, will not be eligible under this scheme till the buy back of the device after completion of 3 years under the scheme of the respective company.

  
(M. Nazar Ali)  
General Manager (P/ PC) 23/2/15

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# COAL INDIA LIMITED

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## SCHEME FOR PROVIDING LAPTOP/ TABLET OR DEVICES OF SIMILAR CATEGORIES TO EXECUTIVES OF CIL AND SUBSIDIARIES

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1st April, 2015

### POLICY CELL



Coal Bhawan  
10, NS Road,  
Kolkata - 700001, W.B.  
Phone: 033-22488099, FAX: 033-22435316  
[www.coalindia.in](http://www.coalindia.in)

## SCHEME FOR PROVIDING LAPTOP/ TABLET OR DEVICES OF SIMILAR CATEGORIES TO EXECUTIVES OF CIL AND SUBSIDIARIES

### 1. Scope and applicability

All below Board level executives, who have completed at least one year of service in the company, will be eligible for the facility under the scheme. Management trainees, after successful completion of one year training in CIL, will be eligible to avail the facility.

The scheme is intended to achieve the following objectives:

- a) To carry out day to day business functions optimally, effectively and efficiently.
- b) To facilitate automation of business processes.
- c) To facilitate swift and easier transfer/ retrieval of data.
- d) To bring about continual qualitative improvement in the working environment.
- e) To stay competitive and successful in the dynamic business environment.

This scheme will come into force w.e.f. 01.04.2015.

### 2. Definitions

In these rules, unless there is anything repugnant to the context, the following terms would have the meaning as assigned to hereunder:

- a) '**Company**' means Coal India Limited and its subsidiaries.
- b) '**Employee/ Executive**' means an employee holding a post in the executive cadre of the company, engaged to do any work.
- c) '**Device**' means a laptop/ tablet/ notepad/ netbook/ ultra-book/ notebook or devices of similar category.
- d) '**Sanctioning authority**' under this scheme means:
  - i. The Area General Manager, for all executives posted under his administrative control in his area/ project/ unit.
  - ii. The General Manager (Sales & Marketing), CIL, for all executives posted at different RSOs and other marketing offices located in different states.





- iii. The head of department of respective departments at the HQs of CIL, for executives posted under their administrative control
- iv. The GM (P/EE) or any other executive authorized in this regard by D (P) of subsidiaries, for executives in the subsidiary HQs.
- v. The Director (Technical)/ (Finance)/ (P&IR)/ (Marketing), for EDs/General Managers posted under their administrative control.
- vi. The Chief of Geology & Drilling, for officers posted at various drilling camps.
- vii. The General Manager (Administration)/(EE)/ (Pers.) of concerned subsidiary companies, for officers posted at branch offices/desk offices located at various cities such as Kolkata, Delhi etc.

### **3. Purchase of laptop/ tablet or devices of similar categories**

- 3.1. The company will encourage purchase of laptop/ tablet or devices of similar categories for official use by executives under this scheme.
- 3.2. Maximum amount (including sales tax/ insurance) for procurement of the device will be limited to actual cost not exceeding Rs.70,000/- (Rupees Seventy thousand only) i.e. the purchase value of the device should not exceed more than Rs. 70,000/-.

### **4. Procurement and procedure**

- 4.1. An executive willing to purchase a laptop/ tablet or devices of similar categories under this scheme will have to submit an application (refer **Appendix-X**) along with the proforma invoice from an authorized dealer of a reputed company with details such as 'Make' of the laptop/ tablet, peripherals, configuration, price etc. to the sanctioning authority through proper channel. The sanctioning authority will consider the application and act upon it.
- 4.2. On sanction, the executive can avail advance for procurement of the device. The executive concerned will procure the device and submit a photo copy of the bill/ warranty card to the finance department within one month from the date of avail of advance for adjustment, failing which the amount of advance drawn shall be recovered alongwith a penal rate of interest at the rate of 18% per annum.
- 4.3. All bills/ invoice will be raised in the name of CIL/subsidiary. The purchase of the device in the name of individual is not allowed.
- 4.4. Executives will be required to procure branded laptops/ tablet or devices of similar categories with software configuration with AMC for 3 years by the supplier.



- 4.5. Procurement of assembled laptops and pirated software's is strictly prohibited.
- 4.6. Executives will be required to submit an undertaking in the prescribed format (Appendix-Y).

## **5. Periodicity**

The life of the device will be 3 years. An executive can avail this facility after the expiry of 3 years again subject to the operation of the scheme.

## **6. Rate of depreciation**

The rate of depreciation will be @ 31.67% per annum and the residual value will be calculated on a monthly basis in the event of buy back of the device. While determining the depreciated value, actual cost of the device, limited to Rs.70,000/-, will be considered.

## **7. Buy back**

- 7.1. On expiry of lifespan, the device will be compulsorily bought back by the executive.
- 7.2. On expiry of lifespan of 3 years, the said device would be owned by the concerned executives on payment of residual value plus other taxes accrued (5% of Rs. 70,000/- plus applicable taxes). An amount equivalent to the residual value plus other applicable taxes will be recovered from the executive's salary, of the subsequent month of purchase of the device, in one installment, which will be adjusted on the expiry of life span of the device.
- 7.3. In case of superannuation/ separation from CIL, the executive concerned would have to compulsorily buy back the device. The residual value will be calculated on a monthly basis and the balance amount has to be paid by the concerned executive or else the amount will be recovered from the dues payable to the concerned executive.
- 7.4. Executives who have already been provided with official laptop/ tablet or devices of similar categories by CIL/ subsidiary, before introduction of this scheme, are also eligible for reimbursement under the scheme, provided they buy back the official laptop/ tablet/ gadget, on expiry of 3 years from the purchase, by paying the residual value plus other applicable taxes.
- ## **8. General**
- 8.1. The device procured under this scheme will be meant for official work and will be the property of the company till bought back by the executive, on completion of 3 years, by paying the residual value plus applicable tax. Thus, there is no additional benefit, direct





or indirect, given to the executive by the implementation of the proposed scheme. Therefore, it will not be treated as a perquisite under the pay revision and does not attract any recovery, other than the residual value plus applicable tax.

- 8.2. On transfer, the executive shall continue to use the same device at the new place of posting.
- 8.3. Executives shall use only licensed software in the device. Any liability out of non-compliance of this condition will remain with the individual concerned.
- 8.4. Executives whose resignation is under process will be eligible for the device only if their resignation is not accepted and they withdraw & decide to continue in the company.
- 8.5. Executives who are on unauthorized absence and/ or absconding shall be eligible for purchase of the device after they join on duty and the period of absence is regularized.
- 8.6. CIL reserves the right to verify the device in the office premises as and when deemed fit.
- 8.7. Executive shall keep and maintain the device in good working condition. They will be entirely responsible for security of data in the device.
- 8.8. Executive will also be responsible for safety & insurance of the device and in case of theft/ damage etc., written down value on pro-rata basis will be recovered.
- 8.9. CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this scheme at its discretion without assigning any reasons thereof.
- 8.10. Unless specified otherwise, all existing schemes for providing laptop/ tablet or devices of similar categories in CIL & subsidiaries and subsequent amendments will stand superseded by this scheme from the date of its commencement.



**Application for procurement of laptop/ tablet or devices of similar categories**

Sr. No.	Particulars	Details
1	Name of the applicant (Full name in block capital letters)	
2	Designation and EIS no.	
3	Present grade and basic pay	
4	Place of posting (area/project/department)	
5	Date of appointment	
6	Date of superannuation	
7	Full address of the employee A) Permanent B) Present	
8	E-mail ID and mobile no.	
9	'MAKE' and model of device intended to be purchased	
10	Configuration of device (give detail)	
11	Estimated cost of the device	
12	Name and address of the manufacturer/ dealer/ vendor from whom the device is to be purchased	
13	Proforma invoice no. and date with amount issued by the dealer/ vendor	

**14. Declaration**

- I have read and understood the rules under which the laptop/ tablet or devices of similar categories will be sanctioned by the company and agree to abide by the conditions prescribed by the company.
- The details furnished in the application are true to the best of my knowledge and belief.
- I will use the device for official work.

Date:

Signature

Through Controlling officer





## Appendix Y

### Undertaking

I ..... EIS no. .... working as  
(designation to be indicated) ..... in the  
..... (name of the department and place of posting to be  
indicated) do hereby undertake on .....(day) of .....month) in the year ..... that I am willing to  
procure and maintain the laptop/ tablet or devices of similar categories in accordance with the  
approved terms and conditions in the scheme of the company as communicated vide sanction order  
no..... dated.....

I further undertake that I will make the device available at my workplace every day and use it for official  
work.

On separation/ superannuation from the company, I undertake to deposit the residual value as per the  
scheme with the company. In case of failure to do so, I authorize the company to recover the dues from  
any amount due to me from the company such as pay, leave encashment etc.

Name: .....

Designation: .....

Department: .....

Place of posting: .....

Dated: .....

Signature: .....

