



BVFCL POLICY ON ISSUE OF LAPTOP

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Policy Regarding Providing Laptops to Officers

Policy guidelines for provision of Laptops/Notebooks to officers of BVFCL who are entitled to get laptop in lieu of Desktop are as below:-

Eligibility:

1. For the purpose of these policy guidelines, Laptops means Laptops, Notebook and Ultra-Notebook. They shall be referred to as 'Laptop'.
2. The codal life of the Laptop provided under this policy will be considered as five (5) years
3. 'Laptop' includes Laptop, all its accessories, pre-loaded licensed Operating Systems (OS), licensed office suite, Anti-virus, internet security tools, warranty for five years & insurance cost for five years.
4. The Laptop to be provided to the eligible officer shall be treated as official equipment of BVFCL in possession of the officer. A serving officer is entitled to purchase a Laptop irrespective of his/ her remaining service. Safety, Security (including official data) and upkeep of the Laptop shall be the responsibility of the officer concerned.
5. The Laptop shall be completely owned by the BVFCL till such time the officer deposits its residual value or codal life is over and the officer takes ownership of the same as laid down in this policy.
6. All aspects of this policy shall also be applicable on existing Laptops which were provided as per earlier recommendation, except the cost ceiling amount. The cost ceiling amount will be effective from the date of issue of this policy.
7. Only in the case of Employee who was issued a used Laptop by the Company has the option of buy back or return the Laptop to the Company.
8. This policy shall be applicable to all BVFCL Officials.
9. ELIGIBILITY & CEILING

Eligibility of Officers	Cost Ceiling Amount of Official Laptop
A) CMD, Director (P), Director (F).	Rs. 75000/- (Seventy Five Thousand)
B) Officer in E7 and E8.	Rs. 70000/- (Seventy thousand)
C) Officers of the following departments: <ol style="list-style-type: none"> i. Marketing: Officials to meet the requirement of feeding the data with regards to rake disposal, DO entry, e invoicing, iFMS. ii. Company Secretary iii. CMD may sanction the purchase of Laptop for any other Officials on need basis for works exigency only related to statutory compliances, managing administrator portal in GeM, eOffice, Email, GEPNIC etc. after concurrence by Director (Finance). 	Rs. 60000/- (Sixty thousand)

10. The facility of desktop, if any, issued to the employee shall be withdrawn in those cases where a laptop has been provided by the company except E7 and above. Eligible employees will have to exercise the option to avail this facility by filling an application form in the prescribed format given at **Annexure "A"**.
11. The eligible employees shall purchase Laptop having ceiling amount price as specified above. The life of the laptop will be considered as 5 years. This Laptop shall be covered under

warranty of 5 years. The warranty will include service pack, online/onsite service support and replacement of defective parts during the period of 5 years.

12. It shall be the sole responsibility of the employee to maintain the laptop in good working condition and in case of any liability arising out of non-licensed software loaded by the employee in the laptop, the same have to be borne by the concerned employee. Safety of Laptop and company information therein will be the sole responsibility of the concerned employee.
13. Such eligible employees who have already been provided with Laptop by the Company on account of the above functional requirement will be eligible for purchase of new Laptop under the scheme only after completion of five years from the date of allocation of the Laptop to the concerned Employees by paying 5% of the original cost of the Laptop.
14. On transfer, the executive shall continue to use the same device at the new place of posting.

Mode of Purchase & Reimbursement

15. Procurement of Laptop shall be done by the officer concerned directly from the Original Equipment Manufacturer (OEM) or their authorized outlet/distributors by paying the amount himself/ herself, and then claim for reimbursement thereof through proper channel in the format **Annexure "B"** with relevant bills, duly verified and other documents.
 - i) The eligible officer who procures Laptop himself/herself may club the cost of Laptop, accessories, Standard software, AMC contract, extended warranty , insurance etc over specified life of the Laptop and the total amount can be claimed through total invoice value subjected to the terms and conditions as well as monetary limit laid down in the policy. Ceiling amount is inclusive of GST.
 - ii) All bills/invoice will be raised in the name of BVFCL along with employee name, employee number and Company GST.
 - iii) The payment for the purchase of the Laptop should be done in Indian Currency (Rupee). Any claim in which payment is made in currency other than Indian Rupee will not be entertained.
 - iv) The delivery of the device(s) has been taken in India. Any claim in which delivery has been taken outside India will not be entertained.
 - v) The complete onus of ensuring and certifying authenticity and correctness of the submitted documents at the time of reimbursement claim shall lie with the concerned officer claiming reimbursement and not with the sanctioning authority.
 - vi) Only one such reimbursement will be allowed once in 5 years. Next procurement for serving officials will be allowed only after completion of 5 years from the last purchased date as mentioned in his/her service book. IT Department will make necessary entries related to the laptop, such as, make, sl no, bill no. date purchase, original cost etc in the records and forward the bill for reimbursement.

Accounting & Disposal

16. Finance Department will make necessary accounting entries and reimburse the cost of the laptop restricted to the prescribed ceiling to the employee concerned.
 - i) The life of the laptop will be considered as five years, after five years or on separation; i.e. retirement/resignation/ death etc., the employee concerned shall be required to necessarily buy-back the laptop issued to him/her by paying residual value or 5 % of the original cost of the Laptop, which is higher
 - ii) The Laptop cannot be returned to the office under any circumstances. It has to be carried by the officer with him/her upon transfer, retirement and leaving the organization permanently etc.

iii) Under no circumstance, the condemnation or write-off etc of the Laptop is permitted under this policy.

Asset Verification:

- 17. The employee concerned shall furnish the prescribe certificate for Company Asset –Laptop on every 31st December to IT Department in **Annexure “C”**.
- 18. **Loss/Theft:** On account of any Loss/theft/damage shall be dealt by the Officer and such loss shall be borne by the officer concerned. Only after the expire of the life span of five years, the officer entitled for having Laptop may exercise his/her option for a fresh laptop after depositing 5% of the original cost of Laptop.
- 19. BVFCL shall not be responsible/liable for any warranty, legal and statutory, cyber security issues arising out during the use of Laptop.

Depreciation of the Laptop

- 20. The depreciation rate of the Laptop (including accessories) for its codal life period shall be as under Straight Line Method :-
- 21. In this method, the depreciation for every subsequent year remains the same over the asset's lifespan. The steps to calculate depreciation through this method are:
- 22. Subtract the asset's salvage value from its cost to determine the amount that can be depreciated

$$Total\ depreciation = Cost - Salvage\ value$$
- 23. This total depreciation value is divided by the asset’s lifespan in years

$$Annual\ depreciation = Total\ depreciation / Useful\ lifespan.$$
- 24. This formula gives you the value for the year. Divide it by 12 to arrive at the monthly depreciation for the asset

$$Monthly\ depreciation = Annual\ depreciation / 12$$
- 25. To determine residual value of the Laptop, the actual purchase price of the total invoice value or the corresponding ceiling amount, whichever is lower, shall be considered.
- 26. The cost of accessories, even if they have been purchase anytime later during the codal life of the Laptop, will be treated as if they have been purchase along with the Laptop and their codal life will also be co-terminus with that of the Laptop.
- 27. Illustrations to determine the residual value of the Laptop (including accessories) where a part year is involved is given in Point 26.

28. Calculation of Residual Value of Laptops in Percentage		
Running Year	Completed Month(s)	Residual Value in % age
Year 1	1	98.42
	2	96.84
	3	95.26
	4	93.68
	5	92.10
	6	90.52
	7	88.94
	8	87.36
	9	85.78
	10	84.20
	11	82.62
	12	81.04
Year 2	13	79.46
	14	77.88

	15	76.30
	16	74.72
	17	73.14
	18	71.56
	19	69.98
	20	68.40
	21	66.82
	22	65.24
	23	63.66
	24	62.08
Year 3	25	60.50
	26	58.92
	27	57.34
	28	55.76
	29	54.18
	30	52.60
	31	51.02
	32	49.44
	33	47.86
	34	46.28
	35	44.70
	36	43.12

	37	41.54
	38	39.96
	39	38.38
	40	36.80
	41	35.22
Year 4	42	33.64
	43	32.06
	44	30.48
	45	28.90
	46	27.32
	47	25.74
	48	24.16

	49	22.58
	50	21.00
	51	19.42
	52	17.84
	53	16.26
Year 5	54	14.68
	55	13.10
	56	11.52
	57	9.94
	58	8.36
	59	6.78
	60	5

APPLICATION FORM FOR AVAILING FACILITY OF LAPTOP

Sl. No.	Particulars	Details
1	Name of the Applicant (Full Name in Capital Letters)	
2	Employee No.	
3	Designation	
4	Department	
5	Present Basic	
6	Place of Posting	
7	Date of appointment	
	Date of superannuation	
8	Full Address of the Applicant	
	A) Present Address	
	B) Permanent Address	
9	Email ID	
10	Mobile No.	
11	Make & Model No. of the device intended to be purchased	
12	Configuration of the device (give detail)	
13	Estimated cost of the device	
14	Name & address of the manufacturer/ dealer/ vendor from whom the device is to be purchased	
15	Proforma invoice no. & date with amount issued by the dealer/ vendor	

16. Declaration:

- I have read & understood the rules under which the Laptop 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 & belief.
- I shall use the device for Official Work.
- I shall be solely responsible for the safety of the Laptop and company information therein and also to maintain the Laptop in good working condition. On account of any loss/ theft/ damage shall be dealt by me and such loss shall be borne by me. In case of any liability arising out of non-licensed software loaded in the Laptop, the same shall be borne by me.
- At the end of five years from the date of allocation of the Laptop, I shall buy back the Laptop by paying 5% of the original cost of the Laptop.
- In the event of resignation/ retirement from the services of the Company before the expiry of the five years from the date of allocation of the Laptop, I shall buy back the Laptop by paying the residual value of the original cost of the Laptop.

Date:

Signature

Reporting Officer

HoD



Annexure 'B'

CLAIM FOR REIMBURSEMENT OF THE COST OF LAPTOP

Name: _____ Emp. No _____

Designation: _____ Department: _____

Location: _____

Having exercised the option for purchase of Laptop for official use in terms of Laptop Policy having the prescribed technical specifications, warrant/maintenance care packs for five years' period (including service pack, onsite service support and replacement of defective parts during the period of five years) and submit claim for reimbursement of the cost of Laptop as under:

- (a) Make of Laptop : _____
 (b) Model No. : _____
 (c) Serial No. of Laptop: _____
 (d) Cost of Laptop : _____
 (e) Bill No: _____ Dated: _____
 (Original Bill duly verified is enclosed)
 (f) Mode of Payment: Credit Card/Debit Card/Internet Banking/UPI/Cheque
 No _____ dated _____ of _____
 (Proof of transaction is enclosed)
 (g) Copy of Warranty/AMC is enclosed.

Dated: _____

 Signature of the Employee
 Employee Code

In-charge Dept. HoD

FOR OFFICE USE

Particulars of the Laptop have been entered at Sl.No. _____ Page No. _____ of the Register. The reimbursement claim is passed for RS. _____

In-Charge (IT Department)

Finance Department



CERTIFICATE FOR COMPANY ASSET – LAPTOP

[To be submitted to IT Department on 31st December every year]

Name: _____ Emp. No _____

Designation: _____ Department: _____

Location: _____

This is to certify that Laptop Make _____ Model No: _____ bearing Registration No: _____ Serial No: _____ purchased by me for official work is in working condition and I also confirm that Laptop is equipped with Company information and specified information security software / agent with required features.

Dated: _____

Signature of the Employee
Employee Code

In-charge Dept. HoD

In-charge (IT Department)