

Corporate-IT Cell,
O/o Sr. GM (CIT), R.No.513,
Bharat Sanchar Bhawan
Janpath, New Delhi-110 001
Phone: 011-23351214



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

[Corporate- IT Cell]

NO.: BSNLCO-CIT/11(12)/1/2020-CIT-BSNL-CO-Part(3)

Dated: 24.04.2025

To,
The Chief General Managers,
All BSNL Circles/Units

Sub: - Reimbursement policy for purchase of Laptops for the Addl.GM/Jt.GM/DGM/DE/SDE/JTO level officers in BSNL on PAN India basis.

The Management Committee of BSNL Board has approved the reimbursement policy for purchase of laptops for the Addl.GM/Jt.GM/DGM/DE/SDE/JTO level officers in BSNL on PAN India basis. The detailed provisions of the policy are as follows:-

1. The Addl.GM/Jt.GM/DGM/DE/SDE/JTO level officers in BSNL shall now be permitted to purchase one Laptop of their choice once in every four years and claim the reimbursement thereafter through Employee Self Service Portal in the ERP.
2. The Laptop purchased by the officers shall deemed to be procured on behalf of BSNL as the Laptop shall be used for official purpose. The officers cannot claim reimbursement under this policy, if any Laptop/Desktop has already been issued to them from the office.
3. The amount of reimbursement shall be limited to Rs.40,000/- plus GST for Addl.GM/Jt.GM/DGM and Rs.35,000/- plus GST for DE/SDE/JTO level officers or to the actual bill amount whichever is less including operating system, MS office/software license, End Point Security etc.
4. The officers after the purchase shall submit their claim in ERP and submit a print copy of their claim along with original bill/invoice to the cash section in respective office/unit for reimbursement. The officer needs to submit GST Compliant original invoice. The invoice should be in the name of BSNL and BSNL's GST number (of the state/UT in which the claim is lodged) & address should be mentioned on it.
5. BSNL will neither provide any service nor make any payment in respect to maintenance/AMC/repair charges etc. for the purchased Laptop and these charges shall be borne by the officer themselves. The officer concerned will be at liberty to get the device insured at their own cost.
6. The officers can buy Laptop of any make/model/specifications according to their choice.
7. The officer, who purchases the Laptop, shall be personally responsible for its safety and security as well as security of data/information.
8. BSNL may install Anti-virus/End point Security solution in these Laptops as per the Network/IT security requirements of BSNL.
9. The officers who have opted for this policy, at the time of leaving BSNL due to Transfer, Superannuation, VRS, Deputation or any other reason shall have the option to retain the purchased Laptop. In this case, the officer shall deposit the depreciated value of the laptop in his unit. The rate of depreciation of the Laptop shall be kept



[Corporate- IT Cell]

25% per year (pro-rata basis), on straight line method (The sample calculation sheet is attached as Annexure-I). After four years, the laptop can be retained without any cost by the concerned officers.

10. The officers in case of transfer from the existing circle/Unit to any other circle/Unit in BSNL shall be permitted to take the laptop to their new place of posting in the other circle/unit. The asset shall be transferred by the existing circle to the other circle/unit (new place of posting) in ERP where the officer has been transferred.
11. The officer who chose to avail this policy and take reimbursement of Laptop, shall bring their Laptop daily to the office and work shall be done on the Laptop.
12. The reimbursement policy of laptops/notebooks shall be implemented in the circles only when, **all entries are made/recorded in SAP ERP for the already issued Laptops/Desktops from office to the employees in the circle. The certification to this effect will be provided by the concerned Circle to CIT section BSNLCO New Delhi.** The claim for this reimbursement shall be opened in ERP post receipt of certificate for that circle.
13. The procedure, in ERP, for Laptop Reimbursement Claim and Settlement of the Claim shall be as per this office letter No. BSNLCO-CIT/17(14)/5/2022-CIT (252921) dated 17.10.2022 available on Intranet portal.
14. The circles to keep the data of desktops/laptops in ERP system up to date, so as to avoid any mistake in reimbursement to any officer. The policy shall be implemented on first come basis.

This policy shall also be applicable for Addl.GM/Jt.GM/DGM/AGM/DM/AM level officers in BSNL Corporate office superseding the earlier order issued vide BSNL Corporate Office letter no. BSNLCO-CIT/11(12)/1/2020-CIT-BSNL-CO-Part(3) dated 12.06.2023.

This is issued with the approval of the competent authority.

Enclosure:-As above


AGM (CIT)
BSNLCO, New Delhi

Copy to:-

1. PPS to CMD, BSNL for kind information please.
2. All the Directors of BSNL Board for kind information please.
3. CVO, BSNL for kind information please.
4. All CGM/PGM/Sr.GM/GMs of BSNL Corporate Office.
5. Intranet Portal

ANNEXURE-A

Example

An eligible officer is issued a device (including standard software) costing Rs. 1,00,000/- plus applicable taxes and levies. Calculation of Depreciation, book value of the device (including software) is as below:

Formula:

Percentage of depreciation = $(100/48) \times$ No. of months elapsed or completed from the date of purchase of the device.

Illustration:

Date of purchase of device	Date of retirement/leaving the service	Completed months	Depreciation	Book value of the device/amount to be recovered from the employee
20.04.2023	30.04.2024	12 months	25%	75% of the original amount*
20.04.2023	20.10.2024	18 months	$(100/48) \times 18 = 37.5\%$	62.5% of the original amount
20.04.2023	30.04.2025	24 months	50%	50% of the original amount
20.04.2023	19.03.2026	34 months	$(100/48) \times 34 = 70.83\%$	29.17% of the original amount

*Original amount in this case is 1,00,000/- plus applicable taxes and levies.