

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: 12.06.2023

To,
All the CGM/PGM/ Sr.GM/GMs,
BSNL Corporate Office, New Delhi.

Sub:- Reimbursement policy for purchase of Laptops for the Addl.GM/Jt.GM/DGM/AGM/DM level officers working in BSNLCO, New Delhi.

The Management Committee of BSNL Board has approved the reimbursement policy for purchase of laptops/notebooks for the Addl.GM/Jt.GM/DGM/AGM/DM level officers working in BSNL CO, New Delhi.

1. The salient features of the policy are as follows:
 - 1.1 The Addl.GM/Jt.GM/DGM/AGM/DM level officers shall now be permitted to purchase one Laptop of their choice once in every four years and claim the reimbursement thereafter in similar way as done in case of mobile hand set in the ERP.
 - 1.2 The Laptop purchased by the officers shall deemed to be procured on behalf of BSNL as the Laptop shall be used for official purpose.
 - 1.3 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 AGM/DM level officers or to the actual bill amount whichever is less including operating system, MS office/software license, End Point Security etc.
 - 1.4 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 BSNL Corporate Office 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 & address should be mentioned on it.
 - 1.5 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.
 - 1.6 The officers can buy Laptop of any make/model/ specifications according to their choice.
 - 1.7 The officer, who purchases the Laptop, shall be personally responsible for its safety and security as well as security of data/information.
 - 1.8 The officers cannot claim reimbursement under this policy, if any Laptop/Desktop has already been issued to them from the office.

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- 1.9 The officers who have opted for this policy at the time of leaving the BSNL Corporate office due to Transfer, Superannuation, VRS, Deputation etc. or any other reason shall have to retain the purchased Laptop. In this case, the officer shall deposit the depreciated value of the laptop in cash section in Corporate Office. The depreciation rates shall be 3% per month for initial two years, 6% per month for the third year and 9% per month for the fourth year respectively (The sample calculation sheet is enclosed). After four years, the laptop can be retained without any cost by the concerned officers.
- 1.10 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.
- 1.11 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.

This is issued with the approval of the competent authority.

Encl:-As above

12/8/2023
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 CO for kind information please.

Amount = 40000 + 18% GST = 47200

Month	Amount	Dep Rate	Dep amount	Amount after Dep.
1.000	47200.000	3.000	1416.000	45784.000
2.000	45784.000	3.000	1373.520	44410.480
3.000	44410.480	3.000	1332.314	43078.166
4.000	43078.166	3.000	1292.345	41785.821
5.000	41785.821	3.000	1253.575	40532.246
6.000	40532.246	3.000	1215.967	39316.279
7.000	39316.279	3.000	1179.488	38136.790
8.000	38136.790	3.000	1144.104	36992.687
9.000	36992.687	3.000	1109.781	35882.906
10.000	35882.906	3.000	1076.487	34806.419
11.000	34806.419	3.000	1044.193	33762.226
12.000	33762.226	3.000	1012.867	32749.359
13.000	32749.359	3.000	982.481	31766.879
14.000	31766.879	3.000	953.006	30813.872
15.000	30813.872	3.000	924.416	29889.456
16.000	29889.456	3.000	896.684	28992.772
17.000	28992.772	3.000	869.783	28122.989
18.000	28122.989	3.000	843.690	27279.300
19.000	27279.300	3.000	818.379	26460.921
20.000	26460.921	3.000	793.828	25667.093
21.000	25667.093	3.000	770.013	24897.080
22.000	24897.080	3.000	746.912	24150.168
23.000	24150.168	3.000	724.505	23425.663
24.000	23425.663	3.000	702.770	22722.893
25.000	22722.893	6.000	1363.374	21359.519
26.000	21359.519	6.000	1281.571	20077.948
27.000	20077.948	6.000	1204.677	18873.271
28.000	18873.271	6.000	1132.396	17740.875
29.000	17740.875	6.000	1064.452	16676.422
30.000	16676.422	6.000	1000.585	15675.837
31.000	15675.837	6.000	940.550	14735.287
32.000	14735.287	6.000	884.117	13851.170

Amount = 35000 + 18% GST = 41300

Month	Amount	Dep Rate	Dep amount	Amount after Dep.
1.000	41300.000	3.000	1239.000	40061.000
2.000	40061.000	3.000	1201.830	38859.170
3.000	38859.170	3.000	1165.775	37693.395
4.000	37693.395	3.000	1130.802	36562.593
5.000	36562.593	3.000	1096.878	35465.715
6.000	35465.715	3.000	1063.971	34401.744
7.000	34401.744	3.000	1032.052	33369.691
8.000	33369.691	3.000	1001.091	32368.601
9.000	32368.601	3.000	971.058	31397.543
10.000	31397.543	3.000	941.926	30455.616
11.000	30455.616	3.000	913.668	29541.948
12.000	29541.948	3.000	886.258	28655.690
13.000	28655.690	3.000	859.671	27796.019
14.000	27796.019	3.000	833.881	26962.138
15.000	26962.138	3.000	808.864	26153.274
16.000	26153.274	3.000	784.598	25368.676
17.000	25368.676	3.000	761.060	24607.616
18.000	24607.616	3.000	738.228	23869.387
19.000	23869.387	3.000	716.082	23153.306
20.000	23153.306	3.000	694.599	22458.706
21.000	22458.706	3.000	673.761	21784.945
22.000	21784.945	3.000	653.548	21131.397
23.000	21131.397	3.000	633.942	20497.455
24.000	20497.455	3.000	614.924	19882.531
25.000	19882.531	6.000	1192.952	18689.579
26.000	18689.579	6.000	1121.375	17568.205
27.000	17568.205	6.000	1054.092	16514.112
28.000	16514.112	6.000	990.847	15523.266
29.000	15523.266	6.000	931.396	14591.870
30.000	14591.870	6.000	875.512	13716.357
31.000	13716.357	6.000	822.981	12893.376
32.000	12893.376	6.000	773.603	12119.773

Handwritten signature
12/8/2023
A G M C P T

33.000	13851.170	6.000	831.070	13020.100
34.000	13020.100	6.000	781.206	12238.894
35.000	12238.894	6.000	734.334	11504.560
36.000	11504.560	6.000	690.274	10814.286
37.000	10814.286	9.000	973.286	9841.001
38.000	9841.001	9.000	885.690	8955.311
39.000	8955.311	9.000	805.978	8149.333
40.000	8149.333	9.000	733.440	7415.893
41.000	7415.893	9.000	667.430	6748.462
42.000	6748.462	9.000	607.362	6141.101
43.000	6141.101	9.000	552.699	5588.402
44.000	5588.402	9.000	502.956	5085.445
45.000	5085.445	9.000	457.690	4627.755
46.000	4627.755	9.000	416.498	4211.257
47.000	4211.257	9.000	379.013	3832.244
48.000	3832.244	9.000	344.902	3487.342

33.000	12119.773	6.000	727.186	11392.587
34.000	11392.587	6.000	683.555	10709.032
35.000	10709.032	6.000	642.542	10066.490
36.000	10066.490	6.000	603.989	9462.501
37.000	9462.501	9.000	851.625	8610.875
38.000	8610.875	9.000	774.979	7835.897
39.000	7835.897	9.000	705.231	7130.666
40.000	7130.666	9.000	641.760	6488.906
41.000	6488.906	9.000	584.002	5904.905
42.000	5904.905	9.000	531.441	5373.463
43.000	5373.463	9.000	483.612	4889.851
44.000	4889.851	9.000	440.087	4449.765
45.000	4449.765	9.000	400.479	4049.286
46.000	4049.286	9.000	364.436	3684.850
47.000	3684.850	9.000	331.637	3353.214
48.000	3353.214	9.000	301.789	3051.424

Chad
12/8/2023
Agm (CIT)