



सं.No. 1(31)/Rules/2020

दिनांक Date: 17.08.2023

कार्यालय आदेश OFFICE ORDER

The Competent Authority has approved providing Laptops to the workmen of the Company for official use subject to the following terms and conditions:

- i) All the regular workmen can procure Laptop for official use on reimbursement basis.
- ii) The Eligible workmen will purchase the laptop along with its accessories and software after approval of Competent Authority. (Competent Authority for the said approval will be Head of P&A at HO for HO/R&D Centre and ROs and Heads of Personnel at Projects). They have to purchase Laptops from GST registered vendors and have to submit GST bills.
- iii) Reimbursement towards purchase of new laptop will be restricted to Rs.75,000/-(Seventy Five Thousand rupees) plus GST or actual cost of laptop whichever is less. Before claiming for reimbursement, the workmen have to obtain a certificate from C&IT Department that the purchased Laptop is meeting the "Technical & Software specification".
- iv) The workmen will be allowed to draw the above amount (maximum Rs.75000/-) as advance, if they so require. For this purpose they will make a request along with the application for purchase of Laptop for official use. The advance will however be subject to Personnel Department being satisfied that the advance will not be misutilised. The workmen have to submit the claim for adjustment within 45 days of drawl of advance failing which recovery with penal interest and other disciplinary action may be initiated
- v) Reimbursement of GST: Workmen will have to purchase Laptops from GST registered vendors in the name of "NMDC-Account : Name of the workman and SAP ID" with the GSTIN number of the unit where the claim will be submitted for adjustment/ reimbursement. The GST amount incurred by the workman will be reimbursed to the employee in addition to the limits of reimbursement detailed above. However, if the value of the laptop is more than the ceiling mentioned at point iii above, the GST amount on the maximum eligible amount only will be reimbursed. The workmen are therefore required to procure the laptops and software from reputed dealers/vendors who are GST compliant.
- vi) The reimbursement including GST will be on the laptop and the prescribed accessories and software.
- vii) The workmen will submit Invoice/ bill and certificate from C&IT Department to Administration section of Personnel Department for reimbursement. The process to be followed in ERP will be intimated separately.

Contd 2/-

- viii) In case of workmen who have been provided Laptop as a special case, they will return the same to C&IT Department before claiming for reimbursement of new Laptop.
- ix) They have to submit a self certificate that the Laptop purchased will be used for official purpose.
- x) Subsequent purchase of Laptop will be allowed after completion of three years from date of submission of claim to Personnel Department and Entry in SAP. Before claiming for reimbursement of Laptop for subsequent purchase, the workmen are required to purchase the present Laptop under buy back arrangement by payment of 5% of its actual cost (in case actual cost is more than Rs. 75000/- then actual cost will be considered as Rs. 75000/- only).
- xi) It is the responsibility of individual to keep laptop in safe custody and care. In case of theft of Laptop, individual has to purchase a Laptop on his own and use the same for official purpose.
- xii) In case of resignation, concerned workman has to pay the book value of Laptop at the time of resignation or 5% of actual cost of Laptop cost whichever is higher (in case actual cost is more than Rs. 75000/-, 5% of Rs.75000/- will be considered).
- xiii) On superannuation, the employee has buy back the Laptop by payment of 5% of its actual cost (in case actual cost is more than Rs. 75000/-, 5% of Rs.75000/- will be considered).
- xiv) The minimum specifications and the software to be installed are given as annexure. The C&IT Department of Head Office/ respective Project will install the antivirus package on the Laptop and may also restrict access to certain websites as per need/ to meet security concern.

This issues with the approval of the Competent Authority.

Sat Rai
17/8/2023

Satyender Rai
Executive Director (P&A)

Copy to:

All Heads of Projects/Units/R&D Centre
All Heads of Departments at Head Office

SO (T) to CMD

SO (T) to Dir (Fin)/Dir (Prod)/Dir (Comml)/Dir (Tech)/Dir (Per)/CVO

ANNEXURE

S.No.	Components	Specification
1	Processor	Intel Core i5 12 th Generation or above Processor / AMD Ryzen 5 5 th Generation or above Processor.
2	Memory	8 GB or above
3	HDD	256 GB or above SSD and 1 TB or above HDD
4	Display	14" or above
5	Network	Integrated Ethernet Controller or to support wired LAN
6	Wireless / Bluetooth	To support wireless LAN and Bluetooth
7	Web Cam	Integrated HD Web Cam
8	Multimedia	Integrated Mic and Speakers
9	Ports and Connectors	Minimum 2 USB Ports (1 No USB 3.0), HDMI
10	Operating System	Genuine Windows 11 Professional licensed 64 bit
11	Battery Life	Minimum 2.5 hours or above
12	Warranty	3 years onsite Comprehensive Manufacturer Warranty
13	Accessories	Briefcase / Backpack laptop carrying case, External Keyboard & Mouse, if required. Suitable adaptor to connect to various types of ports to be procured if ports not available in laptop.
14	MS-Office	Microsoft Office Professional 2021 is recommended / Microsoft 365 Apps for Business Annual Subscription for 3 years / Microsoft Home and Business 2021

It may also be noted that:

- Employees may go for business model of laptop than consumer model as business model of laptop are more powerful, reliable, rugged and offer better battery life.
- Maintenance of the laptop and its accessories will be the responsibility of the employee.
- The features of each version of MS-Office may slightly differ.

C&IT Department of respective Units shall carry out the following tasks:

- Give an appropriate name to the new laptop as per naming convention and make an entry in asset register.
- Connect the new laptop to NMDC domain.
- Install the official version of subscribed Antivirus Software on new laptop. It is recommended to remove any antivirus software that has come with the new laptop.
- Install NMDC Application Software Packages, if any.