

## Northern Railway

## Option Form for Procurement of Laptop / Notebook

1. I have read the rules of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012 located on the Northern Railway website and I agree for the same.
2. I agree to surrender the office desktop computer, if any, in my possession and the same shall be put to other official use as decided by the nodal IT officer of my Department.
3. I have / have not\* been issued a laptop on \_\_\_\_\_.
4. If I have been issued a laptop earlier, I confirm that it has completed its codal life of 4 years on \_\_\_\_\_ and that I have already deposited the residual value as per para 5 of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012 vide MR no. \_\_\_\_\_ dated \_\_\_\_\_ at \_\_\_\_\_ for an amount Rs. \_\_\_\_\_.\*
5. I give my consent for deducting the residual value of the laptop/notebook (procured now) on completion of its codal life of four (4) years from my salary as per details given in para 5 of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012.\*
6. If my retirement is due or if I leave the Railways in the next 4 years, I give my consent for deducting the residual value the residual value of the laptop/notebook (procured now) from my salary as per details given in para 5 of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012.\*
7. I am opting for a higher priced model as contained in Annexure III of the Price Agreement issued by the Stores Department and I have deposited the difference amount above my entitlement (Rs. \_\_\_\_\_) vide MR no. \_\_\_\_\_ dated \_\_\_\_\_ at \_\_\_\_\_ for an amount Rs. \_\_\_\_\_.\*
8. My choice of laptop/notebook out of the options available in the Price Agreements is as under:  
Price Agreement with:  
Make:  
Model (with any available free accessory option):

Signature

Name:

Department:

Designation:

Unit:

AU:

BU:

PF No.

Confirmed in JAG or above – Yes / No\*

**Note**

- Please attach documentary proof of laptop in possession at present. Also attach original copy of relevant MRs on the copy given to nodal IT Officer.
- For replacement category, those officers whose earlier laptops are completing their codal life by March 2012 are required to submit their requests.
- Please attach the original Money Receipt (MR) towards payment of the residual value of the previous laptop (if applicable) from the Divisional Cashier (Receipts) or any Station.
- Please attach the original Money Receipt (MR) towards payment of the difference amount above the entitlement (if applicable)
- Format to be made in 3 copies. One copy is to be given to the nodal IT officer, one to the salary bill preparing officer and one to the office maintaining service record.

**\*strike off whichever is not applicable**

## Northern Railway

**Reimbursement Claim Form for Procurement of Laptop / Notebook by Concerned Officer**

1. I have read the rules of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012 located on the Northern Railway website and I agree for the same.
2. I agree to surrender the office desktop computer, if any, in my possession and the same shall be put to other official use as decided by the nodal IT officer of my Department.
3. I have / have not\* been issued a laptop on \_\_\_\_\_.
4. If I have been issued a laptop earlier, I confirm that it has completed its codal life of 4 years on \_\_\_\_\_ and that I have already deposited the residual value as per para 5 of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012 vide MR no. \_\_\_\_\_ dated \_\_\_\_\_ at \_\_\_\_\_ for an amount Rs. \_\_\_\_\_.\*
5. I give my consent for deducting the residual value of the laptop/notebook (procured now) on completion of its codal life of four (4) years from my salary as per details given in para 5 of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012.\*
6. If my retirement is due or if I leave the Railways in the next 4 years, I give my consent for deducting the residual value the residual value of the laptop/notebook (procured now) from my salary as per details given in para 5 of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012.\*
7. I have procured a laptop as per the following details (Invoice-cum-Delivery Challan and Money Receipt enclosed in original):  
 Make/OEM:  
 Procured From:  
 Whether the outlet/agency is an authorized outlet of the OEM: Yes / No\*  
 Model:  
 Date of Procurement:  
 Cost of Procurement:  
 Amount of Reimbursement claimed:
8. I certify the following:
  - (i) The rates are reasonable;
  - (ii) The laptop as declared at para 7 hereinabove has actually been procured by me;
  - (iii) The reimbursed amount is liable to be recovered from me in case of false declaration detected at a later date.

Signature

Name:

Department:

Designation:

Unit:

AU:

BU:

PF No.

Confirmed in JAG or above – Yes / No\*

**Note**

- Please attach documentary proof of laptop in possession at present. Also attach original copy of relevant MRs on the copy given to nodal IT Officer.
- Please attach original **invoice-cum-delivery challan** along with **money receipt** from the OEM or its authorized outlet for the laptop procured.
- Please attach the original Money Receipt (MR) towards payment of the residual value of the previous laptop (if applicable) from the Divisional Cashier (Receipts) or any Station.
- Format to be made in 3 copies. One copy is to be given to the nodal IT officer, one to the salary bill preparing officer and one to the office maintaining service record.

**\*strike off whichever is not applicable**

**Northern Railway**  
**Reimbursement Claim Form for Repair and Maintenance of Laptop / Notebook**

1. I have read the rules of Railway Board IT Circular no. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012 located on the Northern Railway website and I agree for the same.
2. I had procured a laptop as per the following details (copy of Invoice-cum-Delivery Challan and Money Receipt enclosed):  
 Make/OEM:  
 Procured From:  
 Model:  
 Date of Procurement:  
 Cost of Procurement:  
 Reimbursement received on:  
 Reimbursement Amount:
3. I have undertaken repair and maintenance of the above laptop as per the following details (the original Invoice and Money Receipt enclosed):  
 Exact Description of the Repair and Maintenance:

Whether Covered under para 3.2 of the Railway Board IT Circular: Yes / No\*

Repair and Maintenance done from:

Whether the outlet/agency is an authorized outlet of the OEM: Yes / No\*

Date of Repair and Maintenance:

Cost of Repair and Maintenance:

Amount of Repair and Maintenance Claimed:

Whether satisfied with the Repair and Maintenance: Yes / No\*

4. The following is the details of Repair and Maintenance undertaken on the above laptop and reimbursed thus far (copies of invoice and money receipt enclosed):

S No.	Exact Description of Repair and Maintenance Undertaken	Date of Repair and Maintenance	Cost	Amount Claimed	Date of Reimbursement	Amount of Reimbursement

5. The cumulative amount of reimbursement thus far is Rs. \_\_\_\_\_.

6. I certify the following:

- (i) The rates are reasonable;
- (ii) The repair and maintenance as declared at para 3 hereinabove has actually been undertaken by me;
- (iii) The reimbursed amount is liable to be recovered from me in case of false declaration detected at a later date.

Signature

Name:

Department:

Designation:

Unit:

AU:

BU:

PF No.

**Note**

- Please attach original **invoice and money receipt** from the OEM or its authorized outlet for the repair and maintenance.
- Please attach copy of Invoice-cum-Delivery Challan and Money Receipt obtained during the procurement of the laptop.
- Please attach copy of the invoices and money receipts for all the past events of repair and maintenance for which reimbursement was received.

**\*Strike off whichever is not applicable.**

## Northern Railway

**Certificate given by the Office of the Nodal IT Officer while seeking sanction of Repair and Maintenance of Laptop / Notebook by Railway Administration**

1. A request for repair and maintenance was received by this office from <name of the officer>, <Designation> for the laptop of <Make and Model> procured by Railway Administration and issued to the officer on <date>.
2. The repair and maintenance required has been ascertained from the OEM / <Name of Agency>, who are the authorized outlet of the <OEM> as per the list maintained in this office.
3. The exact description of the repair and maintenance is \_\_\_\_\_.
4. The cost of repair and maintenance is Rs. \_\_\_\_\_ as per the Performa Invoice/Quote received from them after taking approval of the nodal IT Officer.
5. It is certified that:
  - (i) The repair and maintenance is within the scope of para 3.2 of the Railway Board IT Circular No. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012.
  - (ii) The rates obtained from the <OEM>/ <Name of Agency> are reasonable.
  - (iii) The details of the repair and maintenance carried out on the laptop of the officer are as under:

S No.	Exact Description of Repair and Maintenance Undertaken	Date of Repair and Maintenance	Cost

- (iv) The amount spent thus far on the repair and maintenance of the laptop of the officer is Rs. \_\_\_\_\_.
- (v) The entitlement of the officer for repair and maintenance is Rs. \_\_\_\_\_.
- (vi) The amount still available for repair and maintenance is Rs. \_\_\_\_\_.
- (vii) If sanctioned, the cost of the instant case of repair and maintenance shall be entered into the ledger of the officer's laptop maintained by this office.
- (viii) The codal life of 4 years for the laptop has not expired.
- (ix) Funds are available under \_\_\_\_\_ in the current FY.

(Name of Officer)

Designation

**Nodal IT Officer <Designation>**

## Northern Railway

**Certificate given by the Office of the Nodal IT Officer while seeking sanction for Claim of Reimbursement for Repair and Maintenance of Laptop / Notebook procured and maintained by Concerned Officer.**

1. A request for reimbursement of the cost of repair and maintenance for laptop was received by this office from <name of the officer>, <Designation>.
2. The laptop of <Make and Model> was procured by him or her on <date> and the cost of the same was reimbursed on <date>.
3. As per the facts and certification of the officer furnished by him or her in the standard claim format,
  - (i) The exact description of the repair and maintenance is \_\_\_\_\_.
  - (ii) The repair and maintenance was undertaken by the officer through <Name of agency> on <date>.
  - (iii) <Name of Agency> is an authorized outlet for the OEM of the laptop.
  - (iv) The cost of repair and maintenance is Rs. \_\_\_\_\_ and the officer has claimed Rs. \_\_\_\_\_ for reimbursement.
  - (v) The officer is satisfied with the repair and maintenance.
  - (vi) The rates are reasonable.
  - (vii) The repair and maintenance as declared at para 3 (i) hereinabove has actually been undertaken by him or her.
  - (viii) The reimbursed amount is liable to be recovered from him or her in case of false declaration detected at a later date.
4. The officer has enclosed the following with his or her claim:
  - (i) Original **invoice and money receipt** from the OEM or its authorized outlet for the repair and maintenance.
  - (ii) Copy of Invoice-cum-Delivery Challan and Money Receipt obtained during the procurement of the laptop.
  - (iii) Copy of the invoices and money receipts for all the past events of repair and maintenance for which reimbursement was received by him or her.
6. It is certified that:
  - (i) The repair and maintenance is within the scope of para 3.2 of the Railway Board IT Circular No. 2011/C&IS/Committee/ Laptops/Pt.II dated 23-01-2012.
  - (ii) The details of the repair and maintenance carried out on the laptop of the officer for which the officer has received reimbursement are as under:

S No.	Exact Description of Repair and Maintenance Undertaken	Date of Repair and Maintenance	Cost	Amount Claimed	Date of Reimbursement	Amount of Reimbursement

- (iii) The amount spent thus far on the repair and maintenance of the laptop of the officer is Rs. \_\_\_\_\_.
- (iv) The entitlement of the officer for repair and maintenance is Rs. \_\_\_\_\_.
- (v) The amount still available for repair and maintenance is Rs. \_\_\_\_\_.
- (vi) If sanctioned, the cost of the instant case of repair and maintenance shall be entered into the ledger of the officer's laptop maintained by this office.
- (vii) The codal life of 4 years for the laptop has not expired.
- (viii) Funds are available under \_\_\_\_\_ in the current FY.

(Name of Officer)

Designation

Nodal IT Officer <Designation>

