



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref No : BRLPS/Acctts/216/10/ 2480

Date : 27-09-2014

### Office Order

As per DoP issued vide Ref No: BRLPS/Fin. Power/1/06/304 dated 22/04/2014, the approval and payment of laptop advance and approval of Laptop Maintenance Allowance to officials at DPCUs/BPIUs level as per their respective entitlements have been granted to DPMs.

Managers- Monitoring and Evaluation, posted in the districts are hereby authorized to verify the configuration of laptops as per the specifications provided in Annexure-A of the office order issued vide No. BRLPS/Proc/30/09/1888/09, dated 11-11-2009.

Laptop Maintenance Allowance would be sanctioned and payment be released after submission of verification report.

Rest of the terms and conditions contained in the Office Order BRLPS/Proc/30/09/4796 dated 23/12/2013 and BRLPS/Proc/30/09/1888/09, dated 11-11-2009 will remain the same.

By the Order of CEO

  
(Kumar Anshumaly)

Director

Enclosure: said Annexure 'A' of letter no. BRLPS/Proc/30/09/1888/09, dated 11-11-2009

CC :

- 1- OSD/Director/CFO/AO/FO/PS & SFMs
- 2- All PCs/SPMs/PMs.
- 3- All DPMs/FMs/Manager-HR & BPMs
- 4- IT Section
- 5- Concerned files.

**Specification for the Laptop to be purchased by the employees**

Processor	:	Intel Core 2 Duo (1.8 Ghz or higher, 800 MHz)
Cache	:	2MB L2
RAM	:	2 GB, 800 MHz DDR2 RAM
Hard Disk	:	160 GB or higher SATA HDD
DVD Writer	:	DVD Writer
Screen	:	14inch or 15 inch
Wireless Connectivity	:	Integrated 802.11 a/b/g & Bluetooth
Network Interface Card	:	Ethernet (10/100 NIC)
Operating System	:	Window Vista Professional down gradable to Windows XP.

The market cost of laptops having above configuration is around Rs. 46,000.00 per laptop with one year commercial warranty and two years AMC with anti-virus facilities.

The project is proposing following two options for its officers of the level of BPM and other higher positions. Concerned employee may opt for either of the two.

**OPTION - I**

1. 75% of the total cost (including AMC & Anti-Virus) i.e, Rs.34, 500.00 would be borne by the project and rest 25% i.e. Rs.11, 500.00 would be borne by the concerned employee. The laptop of the specified or higher configuration would be purchased by the employee himself.
2. At least 3 years (1 year commercial guarantee plus 2 years AMC) services are required from each laptop to the project by the employees.
3. Project would contribute 75% of the total cost of laptop, subject to a maximum of Rs. 34,500.00. The project would release this amount, as soon as the employee purchases the laptop. The rest amount would be borne by the employee himself.
4. After two years, the ownership of laptop would be of the concerned employee.
5. If the employee leaves the project before two years of service, the deduction would be made from the outstanding amount of the employee (Salary + L.E., etc.) or balance amount would be deposited by the employee before relieving and issuance of 'No Dues Certificate'. The deductions would be made as per the following chart :

**Employees leaving project between -**

a. 0-1 month	-	Rs. 34500.00
b. 1-2 months	-	Rs. 33063.00
c. 2-3 months	-	Rs. 31626.00
d. 3-4 months	-	Rs. 30189.00
e. 4-5 months	-	Rs. 28752.00
f. 5-6 months	-	Rs. 27317.00
g. 6-7 months	-	Rs. 25878.00
h. 7-8 months	-	Rs. 24441.00
i. 8-9 months	-	Rs. 23004.00
j. 9-10 months	-	Rs. 21567.00

k.	10-11 months	-	Rs. 20130.00
l.	11-12 months	-	Rs. 18693.00
m.	12-13 months	-	Rs. 17256.00
n.	13-14 months	-	Rs. 15819.00
o.	14-15 months	-	Rs. 14382.00
p.	15-16 months	-	Rs. 12945.00
q.	16-17 months	-	Rs. 11508.00
r.	17-18 months	-	Rs. 10071.00
s.	18-19 months	-	Rs. 10,308.00
t.	19-20 months	-	Rs. . 8637.00
u.	20-21 months	-	Rs. 7197.00
v.	21-22 months	-	Rs. 5760.00
w.	22-23 months	-	Rs. 4323.00
x.	23-24 months	-	Rs. 2386.00
y.	24 months and above-		<b><i>NIL</i></b>

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6. All the employees who opt for this offer would give an undertaking in prescribed format (agreement) before purchase of laptop.

**OPTION - II**

If employee wants to purchase his own laptop with prescribed minimum or higher configuration with any make or with any cost for rendering services for official purposes, he may do so and a lump sum amount of Rs.1, 500.00(one thousand five hundred) will be given to employee as computer maintenance expenses every month till the employee continues in this office and cost of maintenance and spare parts would be borne by the employee. Once the employee, purchases his laptop and gets the computer maintenance expenses, a photocopy of invoice in respect of cost of computer would be submitted for inspection and verification of laptop configuration by the office.