

JEEVIKA

BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY

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Ref : BRLPS/PROC/30/09/1888/09

Date : 11/11/09

OFFICE ORDER

To increase the efficiency of staff and equip the institution with better communication facilities and also with a view to ensure easy access of key personnel of the society to MIS facilities, it has been decided by the project to provide laptop facilities to its officers up to BPMs and other higher level positions.

Laptops are used by the individual employee and one has to keep it on one's own responsibility. Hence, project is proposing the purchase of the laptop by the employees, by choosing either of options, mentioned in *Annexure-A*.

As per this proposal, cost of laptop would be fully recovered in two years and it would be beneficial for the employee and BRLPS, as far as cost and efficiency are concerned.

SPMs, PMs, DPMs, BPMs or other higher level officials, may opt for either of the two options in the prescribed format attached herewith in *Annexure-B*, and they would submit their option, latest by 15th November, 2009, so that 75% amount of BRLPS contribution, in case of option-I, may be credited to the respective employee's bank account or computer maintenance expenses may be added in the salary of the concerned employees who opt for option-II.

Those employees, who do not want to purchase laptop of their own, would be provided laptop from BRLPS according to their entitlement.

By the order of C.E.O.


(Suman Kumar)

Administrative Officer

cc : All SPMs/DPMs/BPMs/TMs/TOs/
PM/CFO/ FO/PS/PO

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-		<i>NIL</i>

(2)

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.

UNDERTAKING FOR AVAILING LAPTOP FACILITY
(For Option-I)

I.....(name).....(designation) have read the proposal for laptop carefully and undertake to accept the option no-I of the proposed options for laptop with the following terms and conditions:

1. The laptop with prescribed configuration will be purchased by me within one week after getting 75% of contribution amount from BRLPS.
2. I will use the laptop for official purpose till my working in this organization.
3. I will invest the 75% contribution amount of Rs.....by the BRLPS and 25% self contribution of Rs.....for the purchase of laptop.
4. I will take responsibility for maintenance of laptop with one year commercial warranty and two years AMC with Anti-virus facility etc. No additional cost will be claimed by me during next two years.
5. After two years, the ownership of laptop would be mine.
6. I agree to deduct the proposed installments by BRLPS, if I leave the organization within two years.
7. In case of leaving the organization within two years, outstanding amount will be deposited in form of Demand Draft by me in favor of BRLPS, otherwise it will be deducted from my outstanding salary (leave encashment etc.).
8. No dues certificate will be issued after settlement of dues against laptop.
9. Photocopy of the invoice with one year warranty and 2 years AMC will be submitted in the SPMU Office. Original invoice would be presented only for verification purpose.
10. Configuration of laptop will be verified by the System Analyst of SPMU.

I agree to abide by the above terms for opting option-I of the laptop proposal. You are therefore requested to credit 75% contribution amounting to Rs.....in my saving bank account No.....

(Signature of Representative
of BRLPS)

(Signature of Employee)

Designation.....
Name of DPCU/BPIU....
Date.....

UNDERTAKING FOR AVAILAING LAPTOP FACILITY
(For Option-II)

I.....(name).....(designation) read the proposal for laptop carefully and undertake to accept the Option No – II. for laptop with the following terms and conditions :

1. Laptop with prescribed configuration will be purchased by me within one week after opting for the option-II.
2. If I purchase higher configuration with additional cost, it will be borne by me.
3. I agree to provide the services of my laptop to BRLPS till I continue in this organization.
4. Cost of maintenance and spare parts, anti-virus etc. will be borne by me and I will be wholly responsible for continuous functioning of laptop till I am in the employment of the BRLPS.
5. I will be the owner of the laptop.
6. No allowance will be allowed in case of continuous leave of more than 15 days a in a month.
7. Photocopy of the Invoice will be submitted by me within one week from the date of purchase to SPMU office.
8. Configuration of laptop will be verified by the project, during submission of invoice.

I agree to abide by the above terms for opting option-II of laptop proposal. You are therefore requested to credit the computer maintenance expense @ Rs. 1500.00 per month in my salary subject to submission of invoice (photocopy) with verification of laptop configuration.

(Signature of Representative
of BRLPS)

(Signature of Employee)

Designation.....
Name of DPCU/BPIU....
Date.....