



नेशनल प्रोजेक्ट्स कन्स्ट्रक्शन कारपोरेशन लिमिटेड

¼Hkkjr ljdkj dk m|e½

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISE)

PLOT NO. 67-68, SECTOR-25, FARIDABAD – HARYANA.

CORPORATE OFFICE

Ref: No. 500216/Tel./

Dated: 27th Feb., 2015

OFFICE ORDER

It has been decided in the 291st Board of Directors' Meeting held on 23rd January, 2015 to allow to retain the Computers/ Laptops/Mobiles/devices of this category etc. issued to Dy. General Manager and above in the Company on the following terms & conditions:-

1. The officer will have the option to retain the device after 4 years by paying 10% of the original cost to NPCC.
2. For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance will be adopted.
3. Upon transfer of the officer to another place of posting, he may exercise the option of carrying this device to his new posting with the approval of Zonal Manager/HOD(HR), as the case may be.
4. Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal.
5. Income tax on perquisite value on this account, if any, shall also be borne by the employee concerned.
6. The employee desirous of retaining the Computer/ Laptop, etc. shall put up a written request to this effect through proper channel to ZM/HOD(HR), as the case may be, who would consult the finance wing regarding its original value and residual value in terms of above instruction. The Finance Wing would update its record and store division would also update the status in its records as "Retained by the employee by paying residual of Rs._____ (Rupees in Words)". Necessary office order will be issued by Zonal Manager/HOD(HR) of Corporate Office in this regard for record.
7. A superannuating employee desiring to retain the Computer/ Laptop or device of similar category allotted to him/her can do so by making payment to NPCC as per the above mentioned rules.

PTO

:2:

8. For retention of computer/laptop/mobile/devices of this category by the family members of employee, in case of death of employee should also be dealt at par with other serving employees.

This is issued with the approval of the Competent Authority.

Sd/-

(JASMINE DHAR SINGH)
SENIOR MANAGER(HR)

DISTRIBUTION:-

1. Shri K.K. Sharma, GGM(CM&W)/Shri A.K. Gupta, GGM(PM&C)/ Nodal Officers, NPCC Limited, Corporate Office, Faridabad.
2. All Zonal Managers, NPCC Limited- with a request to circulate the same to all Project Managers under their control.
3. All Divisional Heads, NPCC Limited, Corporate Office- with a request to circulate the same to all Sectional Heads under their control.
4. GGM(IT), NPCC Limited with a request to upload the same on NPCC website.
5. CS/SM(HR)/M(P&A),EE/M(HR)/TS(CPF)/IA/Govt. Audit./ PM, CS&W, Faridabad/Regd. Office.

SPS TO CMD/PS TO CVO