

NSPCL

BHILAI

Owners Buyback form for of PC/Laptop

(A) Detail of Applicant(To be filled by the Owner/Custodian of the hardware):	
Emp Number:	Emp Name:
Department:	Grade:
<u>Category Of Items(Laptop/PC):</u>	
Make,Model & serial numebr of the PC/Laptop :.	
<p>I was custodian of above item and I am interested in buying it back at the price fixed by NTPC/NSPCL. I also understand that the hardware is being provided on As-Is where-is basis and no claim can be made against NTPC/NSPCL regarding defective components if any.</p> <p>Signature of Employee:</p> <p>Date:</p> <p>(B) Certification by Head of Department:</p> <p>Certified that Mr/Ms_____ Employee No_____is the custodian of the above mentioned hardware. He/She may be allowed to exercise the owner buyback scheme according to NTPC/NSPCL Norms & no hired PC/Laptop shall be taken against the said PC in the Department.</p> <p>Signature of HOD:</p> <p>Name:</p> <p>Designation:</p>	
C) For Use in IT department:	
P.O. No & Date:	Po Value:
IT representative.	MRN No.
Sign	
(D) Payment details (For use in Finance department):	
It is certified that Mr _____ has deposited Rs._____ Rupees: Only) for buyback of PC/Laptop.	
Receipt No.	Date:
Finance Representative	
(E) Sales Order by store:	
Delivery order no: -----	Delivery Order Date:-----
Store Representative	
(E) Final receipt by Applicant:	
Received above hardware in As-Is where-is condition. I understand that no claim can be made against NTPC/NSPCL regarding defective components, if any.	
Signature of Applicant	Date: