

Appendix X

Application for procurement of laptop/ tablet or devices of similar categories

Sr. No.	Particulars	Details
1	Name of the applicant (Full name in block capital letters)	
2	Designation and EIS no.	
3	Present grade and basic pay	
4	Place of posting (area/project/department)	
5	Date of appointment	
6	Date of superannuation	
7	Full address of the employee A) Permanent B) Present	
8	E-mail ID and mobile no.	
9	'MAKE' and model of device intended to be purchased	
10	Configuration of device (give detail)	
11	Estimated cost of the device	
12	Name and address of the manufacturer/ dealer/ vendor from whom the device is to be purchased	
13	Proforma invoice no. and date with amount issued by the dealer/ vendor	

14. Declaration

- I have read and understood the rules under which the laptop/ tablet or devices of similar categories will be sanctioned by the company and agree to abide by the conditions prescribed by the company.
- The details furnished in the application are true to the best of my knowledge and belief.
- I will use the device for official work.

Date:

Signature

Through Controlling officer



UNDERTAKING

IEIS No.....working as (designation to be indicated)..... in the(name of the department and place of posting to be indicated) do hereby undertake on(day) of(Month) in the year:..... that I am willing to procure and maintain the laptop/tablet or devices of similar categories in accordance with the approved terms and conditions in the scheme of the Company **and** as per GST Act & Rules made thereof from time to time as communicated vide sanction Order No..... dated"

I further undertake that I will make the device available at my workplace every day and use it for official work.

On separation / superannuation from the company, I undertake to deposit the residual value as per the scheme with the Company. In case of failure to do so, I authorize the company to recover the dues from any amount due to me from the Company such as pay, leave encashment etc.

Signature:.....

Name.....

Deisgnation.....

Department.....

Place of posting.....

Date.....