

Scheme for provision of Furniture/House-hold items on Hire

1.0 Entitlement:

Officers are entitled to furniture/household items at their residence as considered useful by them within the laid down ceilings subject to minimum cost ceiling of Rs.1000 per single item. The grade-wise prescribed ceilings and hire charges are mentioned below:

| Grades | Maximum permissible cost of furniture items(Rs) | Hire charges p.m. (Rs) |
|--------|---|------------------------|
| Gr. A | 40,000/- | 55/- |
| Gr. B | 50,000/- | 60/- |
| Gr. C | 60,000/- | 65/- |
| Gr. D | 75,000/- | 70/- |
| Gr. E | 1,00,000/- | 80/- |
| Gr. F | 1,15,000/- | 85/- |
| Gr. G | 1,40,000/- | 90/- |
| Gr. H | 1,50,000/- | 100/- |
| Gr. I | 1,50,000/- | 110/- |

On promotion to a higher grade, the officers are entitled to utilise the difference in entitled amount by purchase of additional furniture items.

2.0 Procurement:

The furniture items as per the entitlements may be procured by the officer through one of the following modes:-

- a. Officers, intending to procure the furniture items are required to obtain a Proforma Invoice based on which a cheque / Demand draft in favour of the vendor is issued by office. This mode for procurement is allowed only if value of the item(s) exceeds Rs.30,000/-.
- b. Officers are allowed to utilize their credit card to procure furniture / household items. The reimbursement to the officer is made on the basis of following documents:
 - Original receipt of purchase from the vendor with a mention that payment has been received through credit card number
 - Original credit card transaction slip.
- c. Officers may procure furniture items as per their entitlement by making the payment through an account payee cheque in the name of the dealer from their account or through debit card. Subsequently, they may claim reimbursement of the permissible expenses as per their entitlement, based on receipt from the Dealer showing the mode of payment by the officer.

3.0 Repair & Maintenance (R&M) reimbursement:

- a. The annual entitlement of R&M expenses reimbursement is at a flat rate of 10% of the actual cost of furniture items procured.

- b. The R&M reimbursement would be claimed on self-certification basis. There would be no carry forward of unclaimed entitlement to next year. Officers shall submit their claim for reimbursement directly to the Finance Dept. by 15th of July each financial year, and the amount would be reimbursed by end of July. However, if the officers are unable to submit their claim by the prescribed date due to unavoidable circumstances, then they may do so by 15th March of the financial year, and claim would be settled in the month of March. In both the situations, the claims shall always be based on the actual cost of the furniture items in the record of Admn. Dept. as on 30th of June of the financial year. Admn. Dept. will furnish data on cost of furniture items (as on 30th June) in respect of each officer to Finance Dept. by 1st week of July.

4.0 Buy-back / Replenishment of Furniture items

- a. Replenishment of the furniture / household items, which is 7 years old or more, would be allowed on its buy-back by the Officer at depreciated value subject to minimum residual value of 5%.
- b. All officers shall (compulsorily) have to purchase the furniture/household items provided on hire at their residence at the time of superannuation or on cessation from employment, at the book value at the depreciation rates of IOC subject to a minimum residual value of 5%.
- c. The depreciation rates for durable / wooden and electrical items is @15% p.a. and for soft furnishings it is 25% p.a.; subject to a minimum residual value of 5% of the initial cost of the items.

5.0 Home Desk-Top PC Scheme

- a. The scheme of 'Home Desk Top PC' is under the overall existing scheme of 'Furniture / Household items on Hire'.
- b. The facility under Desk-Top PC scheme is admissible to all the officers in their individual capacity subject to meeting the prescribed criteria of performance, irrespective of their place of posting. Officers getting 'Fair' or 'Poor' rating will not be eligible for the scheme for next 2 appraisal years.
- c. The officers can procure a Desk Top PC / Note Book PC alongwith Printer / Peripherals, for which the Corporation's liability shall be limited to Rs.35,000/-. Hire charges for availing the facility are Rs.200/-p.m.
- d. The officers are allowed to purchase the Desk Top or Note Book PC of any of the approved brands / company with prescribed minimum specifications as mentioned in *Annexure-A*. Besides the prescribed specification of the PC, officers may procure optional items, which include Software and hardware items like Printers, Scanner, etc. A detailed list of these items is also given in the *Annexure-B*.
- e. The officers may claim reimbursement of expenses upto the annual ceiling of Rs.5000/- for undertaking hardware and/or software up-gradations/add-on, including anti-virus packages as per list given in *Annexure-C*, which have been benchmarked as "standard for usage". The reimbursement claim has to be supported by voucher. Any un-utilized entitlement shall be permitted to be carried forward to be availed by the officers alongwith their future entitlements.
- f. For the purposes of maintenance and internet connectivity, the officers may claim reimbursement of expenses upto annual ceiling of Rs.12,200/-. The reimbursement shall be admissible once in a financial year on self-certification by

the officer. No carry-forward of the un-utilized entitlement shall be admissible. The officer will directly submit the reimbursement claims by 15th of July to Finance Dept., who shall process the same as per records supplied by the HR Dept. and make the payment in July every year. However, if the officers are unable to submit their claim by the prescribed date due to unavoidable circumstances, then they may do so by 15th March of the financial year and claim would be settled in the month of March.

- g. Procurement** - The Officers can purchase the PC from any of the brand's authorized dealers / distributors or directly from the Company. The procurement under the Home Desk-Top PC scheme can be made through one of the mode as prescribed above under the overall scheme of Furniture / Household items on Hire.
- h. Buy-back:** Replenishment of the PC which is 4 years old or more, would be allowed on its buy-back by the Officer at depreciated value. The rate of depreciation shall be 25% p.a. subject to a minimum residual value of 5% of initial cost.
- i.** The officers will have to compulsorily buy-back the PC at the time of separation.
- j.** The reimbursement claim on hardware and/or soft-ware up-gradations/add-on shall be added to the initial cost of the PC and the same would be the Revised Cost of the PC from that Financial Year. Officers when buying their old PC, would compulsorily buy-back all the Hardware/Software items procured either alongwith the old PC or subsequently from out of their annual entitlement of Rs.5,000/- if these are also 4 years old or more. However, at the time of buy-back of old PC, if the officer wishes to buy-back the Hardware/Software item(s) that are not 4 years old, they may do so at their option at the depreciated value.

Annexure-A

| Specification for Desktop PC | |
|-------------------------------------|---|
| Approved Brands / Make | ▪HP, ▪Compaq, ▪HCL, ▪IBM, ▪Wipro, ▪Dell, ▪Acer, ▪Toshiba, ▪Lenovo, ▪LG, ▪Samsung, ▪Sony, ▪Apple, and ▪Zenith. |
| Processor | Intel Pentium IV or equivalent @ 2.4 GHz or higher |
| RAM | 256 MB or higher |
| Monitor | 15 (or higher) inches color monitor with resolution 1024*768 or higher |
| HDD | 40 GB @7200 RPM or higher |
| FDD | 3.5" * 1.44 MB |
| CD-ROM | 48X or higher |
| Modem | Internal or external 56 Kbps or higher |
| Parts | 1 serial, 1 Parallel, PS-II, USB |
| Operating system | Windows'XP or equivalent |
| Keyboard & Mouse | OEM make Standard Keyboard & Mouse |
| Multimedia kit | Sound card, Speaker, Microphone |
| Warranty | 1 year comprehensive warranty |
| Specification for Note-Book | |
| Approved Brands / Make | ▪HP, ▪Compaq, ▪HCL, ▪IBM, ▪Wipro, ▪Dell, ▪Acer, ▪Toshiba, ▪Lenovo, ▪LG, ▪Samsung, ▪Sony, ▪Apple, and ▪Zenith. |

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|------------------|--|
| Processor | a) Intel Premium IV or equivalent @ 2.4 GHz or higher b) Intel Centrino 1.5 GHz or higher |
| Main memory | 256 MB or higher |
| Monitor | 14" TFT |
| HDD | 20 GB or higher |
| CD ROM | 24X or higher |
| Modem | Internal 56 kbps or higher |
| Multimedia | Integrated |
| Battery | Li-Ion battery OEM make |
| PCMCIA Slot | Type-II / III card slot |
| Parts | USB etc. |
| Operation system | Windows XP or equivalent |
| Warranty | 1 year comprehensive warranty |

Annexure-B

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|---------------------------|---|
| Software | MS office, Lotus Smart-suite, Anti-virus, Adobe Photo-shop, Acrobat, Macromedia Flash |
| Printer | Ink jet / Laser jet / All-in-one |
| Scanner | |
| Digital camera/Web Camera | |
| LAN card | |
| Graphic Card | |
| Spike buster | |
| TV Tuner Card | |
| PCMCIA Device | |
| CD Writer | |
| DVD ROM Combo | |
| Headset | |
| Flat monitor | |
| Cordless Keyboard/Mouse | |
| UPS | |
| DVD Writer | |
| Card Scanner | |
| Pen drive | |
| Optical mouse | |
| USB Hard-disk | |

Annexure-C

LIST OF BENCHMARKED SOFTWARES FOR UPGRADATION/ADD-ON

1. Window-98 Release2
2. Window 2000 Professional
3. Window XP Professional / Home
4. MS Office 2000 - Standard / Professional
5. MS Office XP Standard / Professional
6. Visual Basic 6.0

7. Visual C ++ / C
8. MS Publisher
9. Anti-virus Software
10. Adobe Utilities
11. Auto CAD

LIST OF HARDWARE ITEMS FOR UPGRADATION/ADD-ON

1. Up-gradation of CPU or Mother Board
2. Replacement of existing :
 - Colour Monitor,
 - Key-board
 - Mouse
 - Joy-stick
3. Up-gradation of Hard-disk
4. Up-gradation of RAM to 256 MB
5. Conversion from CD Rom Drive to DVD Drive
6. Upgradation of CD Rom Drive/DVD Drive
7. List of Hardware items for add-on, if these were not procured alongwith the Desk-Top PC:
 - UPS
 - Colour Printer of 3.5 PPM or more
 - Fax-Modem
 - Multi-media card
 - Microphone
 - Speakers
 - Web-Camera
 - CD Writer
8. Scanner
9. Fax-cum-scanner-cum-printer
10. Option to buy digital camera instead of Web camera
11. LAN Card
12. Graphic Car
13. Spike Buster
14. TV Tuner Card
15. TV out Card
16. Replacement of entire unit like CPU, Monitor etc., which should be of one of the approved make / brands.
17. Pen Drive
18. DVD Writer
19. Digital Cam Corder,
20. Digital Video Camera

Note:

1. "Upgradation" will mean upgradation of an existing hardware component / software system which was already installed.
2. "Add-on" will mean additional hardware component/software system which is procured and installed on the PC.
3. "Replacement" will mean replacement of a part or whole of a component by a new one.