



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



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RPS! BRLPS/Proc/30/09/4796

DATE- 23/12/13

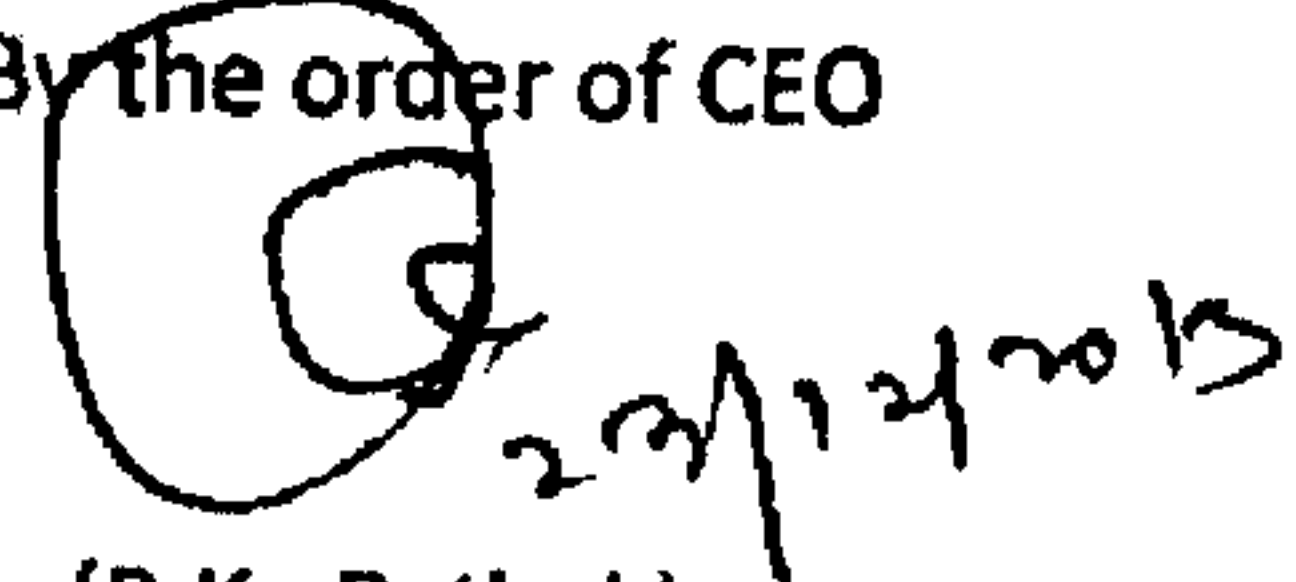
OFFICE ORDER

In continuation to this office order vide Ref: BRLPS/Proc/30/09/1888/09 dated 11/11/2009, the following changes have been made in the eligibility criteria for availing the laptop facility under option – I & II. The changes are as follows:

- Any employee who has given option –I on previous position and has joined BRLPS on new position, has to settle his earlier laptop advance availed under option – I either by depositing his/her outstanding advance of laptop or settle through LPC first. Then after settlement, he/she has to submit option – II form for further laptop allowance in the revised format attached herewith. No further advance under option – I will be provided to such employee.
- Any employee who has opted option – II in previous position and has joined BRLPS in new position, has to submit the option – II form afresh (in new format) so that it could be continued at new place of posting with new designation.
- Under both the above options mentioned above, the employee has to declare his/her status in the laptop application form or letter of undertaking in modified format (attached). Earlier format of undertaking would be deemed to be cancelled w.e.f 15/12/2013.

Rest of the terms and conditions contained in the office order number BRLPS/Proc/30/09/1888/09 dated 11/11/2009 will remain the same.

By the order of CEO


(B.K. Pathak)

Officer on special Duty

Copy to : All SPMs/SFM/PS/DPMs/FMs/CFO/FO

DPMs are requested to circulate this order

Within their district.

UNDERTAKING FOR AVAILING LAPTOP FACILITY

(For Option-I)

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

1. The laptop with not below the 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 34,500.00 provided by the BRLPS and the rest contribution for the purchase of laptop would be given by me.
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 IT section of SPMU.

Declaration by the Employee.

11. Have you used any laptop facility on earlier position/s in the BRLPS project ?
YES/NO.....
12. If yes, whether opted for option 1/option 2.....
13. If option 1 was opted , then no further advance will be provided under option – I

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.....(Name of the Bank).

(Signature of Representative
of BRLPS)

(Signature of Employee)

Designation.....

Name of DPCU/BPIU.....

Registration no.....

Mobile no.....

Date.....

UNDERTAKING FOR AVAILAING LAPTOP FACILITY

(For Option-II)

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

1. Laptop with not below the 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 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.

Declaration by the Employee.

9. Have you use any laptop facility on earlier position/s in the BRLPS project?
Yes/NO.....
10. Whether any facility under option – I has been availed in earlier position: Yes/No.
If Yes, final adjustment under option – I has been made : Yes/No.
11. In case of conversion from option –I to option – II after completion of 2 years, he/she has to submit proof of final settlement in form of No dues from the concerned accounts section.

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....

Registration no.....

Mobile no.....

Date.....