



भारत संचार निगम लिमिटेड
(भारत सरकार का उद्यम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

Room No:- 705, Bharat Sanchar Bhawan, Janpath, New Delhi- 110 001
(Corporate-IT Cell)

No 6-6/2008-Corp-IT

Dated: 22-02-2012

Subject: - Retention of Computer or Laptop and Printer for DGM and above level officers in BSNL, allotted to them & used by them at their residence, on retirement after payment of its retention amount to BSNL.

1. DGM and above level officer may be permitted to retain the Laptop/Computer and printer allotted to them for use at their residence at the time of retirement on request.
2. The general purpose software viz. Microsoft Office (if any) already loaded on the laptop / computer at that time shall be retained by the officer. The cost of this general purpose software shall be clubbed to the cost of computer and will be depreciated as per the cost of Computer / Laptop.
3. Any software specific to BSNL and the data specific to BSNL shall be handed over by the officer to BSNL and deleted.
4. The Depreciation in (%) on monthly basis, for laptop, computer & printer is given below

Item	Year Month	1 st		2 nd		3 rd		4 th		5 th		6 th	
		1 - 6	7 -12	1 - 6	7 -12	1 - 6	7 -12	1 - 6	7 -12	1 - 6	7 -12	1 - 6	7 -12
Laptop depreciation (%)		1.5	1.5	2	2	3	3	4	4	5	5	6	6
Computer/Printer depreciation (%)		1.5	1.5	2.5	2.5	3.5	4.5	5.5	6.5	7.5	8.5	NA	NA

5. The retention amount that will be paid by the officer to BSNL will be the depreciated value plus taxes as applicable.
6. A Sample showing the depreciation value of Laptop, computer and printer is attached as annexure I, II and III respectively.
7. This policy is effective from February 2012 onwards.

(S.S. Rawat)
AGM (CIT-III)

All Chief General Managers
Telecom Circles/ Districts/Project Circles/Maintenance Regions
And Other Administrative Units.

Copy to:

1. PS to Chairman & Managing Director, BSNL.
2. All Directors of the Board of BSNL.
3. All PGMs/CVO/GMs/Company Secretary, BSNL CO, New Delhi.
4. BSNL Intranet Site.
5. DM (OL) for Hindi Version.
6. Guard File.