

**DELHI JAL BOARD: GOVT. OF NCT OF DELHI
OFFICE OF THE CHIEF ENGINEER (DR) PROJECT-I
VARUNALAYA PHASE-II: KAROL BAGH
NEW DELHI-110005**

No. DJB/CE (Dr) P-1/F. /2013/ 3624

Dated: 02/08/2013
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CIRCULAR

To strengthen IT related works and to use various Software & IT system the Competent Authority has accorded Sanction to distribute Laptops to all AEs and JEs subject to the following conditions:

1. These Laptops will be issued to those AEs and JEs having retirement period of more than one year.
2. At the time of retirement, the officer will return the Laptop to EDP Cell and will seek NOC from EDP Cell. Concerned DDOs will ensure it before releasing of retirement benefits.
3. The JEs working in LDI, Planning Cell and posted in office work or the JEs on contract basis will not be entitled for Laptop.
4. If any field officer, who is having the laptop, happens to be transferred to the office work as mentioned above, he will deposit laptop to EDP Cell.
5. There is an AMC extended up to 3 years for these laptops which does not cover tampering, breakage and theft of laptop etc. If laptop is stolen, the officer concerned will lodge an FIR immediately and he may deposit the charges of laptop within one month of this event @ full charges i.e. Rs. 46,200/- for first year and thereafter with 60% depreciation per year on previous year value.
6. In case of damage or tampering which is not covered under the AMC the officer concerned will bear the cost for repairing.
8. An amount of maximum of Rs 500 per month will be reimbursed as recurring expenditure for Data Card. The officer can claim half yearly (i.e. Rs 3000) or yearly (i.e. Rs 6000) or actual payment whichever is less. The cost of data card (Dongle) shall be paid by the individual and reimbursable from the respective divisions once in life time.

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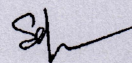
Handwritten signatures and dates:
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12/8/13

2/C

Since, the no. of laptops purchased are limited, all the Chief Engineers will prepare the list of AEs and JEs in order of priority for distribution of laptops and send it to the EDP Cell.

All the Laptops shall have unique ID No. and the phone no. of Complaint Centre. In case of any fault, the concerned officer may call directly to the complaint centre. In case, the fault is not attended by the Service Centre within 7 days, the matter may be reported to EDP cell for taking appropriate action.

Yours Sincerely,



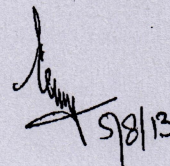
(R.S. Tyagi)

Chief Engineer (Dr.) P-I / S.A.

All Chief Engineers / SE³ / EE³

Copy for kind information to:-

1. CEO, DJB
2. Member (A) / (F) / WS / Dr.
3. Addl. CEO / Dir (F&A) / Dir (A&P)
4. SE (IT)
5. EE (EDP)
6. AE (EDP) / JE (EDP)
7. O/C



Chief Engineer (Dr.) P-I / S.A.