



No.PER/EC/1984

March 3, 2021

To,

HOPs of SAIL Plants/Units

**Sub: Scheme for Grant of Advance for Purchase of Computer System to Executives (upto E-7 grade).**

Dear Sir,

It has been decided to re-introduce the Scheme for Grant of Advance for Purchase of Computer System to Executives in grades upto E-7. A copy of the revised scheme is enclosed herewith. Salient features of the scheme are as under :

- i) An advance of upto Rs.60,000/- may be provided to executives (upto E-7 grade) without interest for purchase of a new Computer System/device such as Desktop/Laptop/Personal Computer/Tablets/I Pad etc.
- ii) The advance shall be recovered in 24 monthly installments.
2. The scheme shall come into force with immediate effect and supersede all the previous schemes on the subject.
3. This issues with the approval of the competent authority.

Thanking you,

Yours faithfully,

( K.K. Singh )

Executive Director (P&A)

**Encl: as stated.**

**Copy to:**

1. HOFs of SAIL Plants/Units
2. CGM (F&A.), SAIL Corporate Office
3. DGM (P-ESS), SAIL Corporate Office



## Scheme for Grant of Advance for Purchase of Computer System

### 1.0 OBJECTIVE

- 1.1 To encourage the executives to equip themselves with the Computer System so as to align with the changing work culture, remain competitive alongwith improvement in productivity.

### 2.0 SCOPE

- 2.1 To grant an interest free advance of upto Rs.60,000/- (Rupees sixty thousand only) for purchase of a new Computer system/device such as Desktop/Laptop/ Personal Computer/Tablets/I Pad etc. but does not include other data storage devices such as USB, Hard Disk etc.

### 3.0 COVERAGE

- 3.1 All executives upto E-7 grades with minimum two years' service in the Company but does not include executives/officers engaged on contract basis.

### 4.0 CONDITIONS

- 4.1 The advance shall be interest free and recoverable in maximum 24 equal monthly instalments. However, foreclosure of advance amount may also be allowed subject to fulfilment of other conditions.
- 4.2 If the tenure of the executive is less than the normal repayment period, the installments shall be so regulated that the advance is recovered before the executive separates from the Company. However, at the time of grant of advance, an executive should have at least 1 year residual service in the Company.
- 4.3 The Computer system purchased with the advance amount granted under the scheme should be in the name of executive concerned.
- 4.4 The cash receipts/vouchers towards purchase of Computer system indicating amount, the model number, year of manufacturing etc. shall be submitted within one month of drawl of advance failing which the entire amount drawn as advance shall be recovered by the Company with interest @ 18% per annum.
- 4.5 In the event of misuse of advance amount/utilization of the advance amount for any other purpose, executive shall be liable for proceedings/action under Company Rules as well as penal interest at the rate mentioned at 4.4 above will be charged.
- 4.6 In case an executive desires to foreclose and returns the balance of advance amount (alongwith interest, if applicable), the concerned executive shall become again eligible for grant of advance amount as per provisions under the scheme subject to completion of 48 months of drawl of advance and fulfilment of other service conditions/rules.

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- 4.7 The Company shall have the right to physically verify the system.
- 4.8 Plant/Unit will maintain a record of the Computer system purchased under the Scheme. In case of transfer of the executive, a copy of the record will be sent alongwith the LPC to the unit transferred.
- 4.9 The executive concerned shall be responsible for upkeep of Computer system and Company shall not be liable for any maintenance/upkeep/running expenditure of any kind.
- 4.10 For availing the advance executive will have to submit application through online/offline mode. A specimen of application is given at Annexure-I.

## 5.0 SAVINGS

- 5.1 The Chairman of the Company reserves the right to modify/amend/withdraw any or all of the provisions under the Scheme at any time without assigning reasons thereof.

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**ANNEXURE-I**

**SCHEME FOR GRANT OF ADVANCE FOR PURCHASE OF  
COMPUTER SYSTEM**

- 1.0 An advance amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) may be released to the undersigned for purchase of a new \_\_\_\_\_.
- 2.0 I have read the terms and conditions of the scheme carefully and agree to abide by them.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

DESIGNATION \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

SAIL PERSONAL No. \_\_\_\_\_

DATE:

\_\_\_\_\_

**FOR USE IN PERSONNEL DEPARTMENT**

- 1.0 An advance amount of Rs. \_\_\_\_\_ [ Rupees \_\_\_\_\_ ] may be released to Ms./Mr. \_\_\_\_\_ for purchase of a \_\_\_\_\_.

DATE:

SIGNATURE \_\_\_\_\_

**(FOR USE IN FINANCE DEPARTMENT)**

- 1.0 Rs. \_\_\_\_\_ [Rupees. \_\_\_\_\_] has been released to Ms./Mr. \_\_\_\_\_ for purchase of a \_\_\_\_\_.
- 2.0 The above advance amount shall be recovered in \_\_\_\_\_ ( \_\_\_\_\_ ) equal monthly installments.

SIGNATURE \_\_\_\_\_

 **DISTRUBUTION:**

Personal File