

**Request for Laptop**

1.	Request number (to be filled by the Sanctioning Officer)	
2.	Name of the officer	
3.	Current Designation	
4.	Pay Scale and Grade Pay	
5.	Date of Joining	
6.	Place of Posting	
7.a	Whether Board's regular Employee? (Y/N)	
7.b	If not, give details.	
8.a	Whether already availed the benefits under this policy earlier ?	
8.b	If yes, the date of purchase of last laptop.	
9.a	Has any laptop been issued previously, before this policy?	
9.b	If yes, has the same already completed its life span?	
9.c	Has the ownership of previously issued laptop been taken by depositing its residual value?	
10.a	Bank Name	
10.b	Branch Name	
10.c	Bank Account Number	
10.d	IFSC Code	
10.e	Type of Account	
<p><b><u>Declaration:</u></b> <i>I declare that I do not have any other laptop issued in my name from the Board and that I have already taken the ownership of the previously issued laptop, if any. I also declare to purchase the laptop as per minimum specification specified in the "Policy Regarding Providing Laptops to Officers" prevailing at the time.</i></p>		
Date :		Signature of the Officer
Date :		Signature of the Competent Authority of the place of posting
Signature of the approving authority :		

**Utilization Certificate**

1.	Sanction Letter number	
2.	Name of the officer	
3.	Current Designation	
4.	Laptop Make and Model	
5.	Licensed Operating System (Yes/No)	
6.	Licensed Office Suite (Yes/No)	
7.	Antivirus (3 years) (Yes/No)	
8.	Warranty (3 Years) (Yes/No)	
9.	Purchase Value (for calculating Depreciation [includes 4,5,6,7,8] )	
10.	Insurance (3 Years) (Yes/No)	
11.	Total Amount of bill(s)	
12.	Reimbursement Value: (Minimum of Sr.No.11 or Sanctioned Limit)	
<p><b><u>Declaration:</u></b> <i>I declare that the above mentioned information is correct and true to the best of my knowledge and that no fact has been concealed therein. I have purchased the said laptop as per the minimum specifications laid down under the policy and that I have not forged any document.</i></p>		
DA / Original Bills		
Date :		Signature of the Officer

**Note:** This certificate should be countersigned by the Officer, Incharge of the Office, where the applicant officer is currently posted.