

Store Purchase Section

Dated : _____

Sub: Permission to take away Personal Computers and other Personal Electronics Item by the Faculty and Officers of the Institute at the time of their superannuation.

Ref: BG/46/2004, dt.17-Nov-2004 (147th meeting). Basic terms & Conditions furnished below.

I am a regular employee of the Institute and due for retirement on _____.

As per above refers BOG approval norms, I would like to retain following item in my personal position after my retirement. I have read the below mentioned Terms & conditions and I fulfill them. Hence, I may be allowed to take away following item with me and I am ready to pay required 5% or 10% of the book value to the Institute.

Item	I/C No.	Date of Purchase	Book Value	Source of Fund: PDF (5% of the Book Value) / IRD or FITT Project Fund (10% of the Book Value)	Token Amt.
Total Amount					

Approval of Dean (IRD) / Director is solicited.

Head, _____

Name _____
Emp. Code No. _____
Deptt. _____

Dean (IRD) / Director

Dy. Registrar (Stores)

Terms & conditions:-

1. The staff member should have served the Institute for a minimum period of 10 years.
2. The staff member should have purchased the PC and other electronic items from the PDF/ other funds.
3. The PC and other electronics items should have been with the staff member at least for a period of two years or were upgraded at least two years back, before the date of superannuation.
4. A token amount of the 5% of the cost of PC and other electronic item if purchased through PDF and 10% of the cost if purchased through project funds of IRD/ FITT be charged from the staff member.
5. Only one Computer, either a Laptop or a Desktop and other electronic items be given to the staff members.