

THE STATE TRADING CORPORATION OF INDIA LTD: NEW DELHI

(INDUSTRIAL RELATIONS GROUP)

January 8, 2016

CIRCULAR No: IR/01/2016

Subject: Grant of Computer Allowance to unionized staff members for operating computer for performing official work – reg

Ref: Circular No: IR/32/2007 dated 16.10.2007

Circular No: IR/27/2008 dated 07.11.2008

Circular No: IR/34/2012 dated 30.11.2012

As per Circular No: IR/34/2012 dated 30.11.2012, Computer Allowance @ Rs 300/- per month is payable to those unionized staff members who are operating computer for performing official work. However, in order to streamline the process of grant of Computer Allowance, the following procedure shall be adopted:

- i. A self-certificate (as per Annexure) certifying that the concerned staff is operating computer for performing official work, duly recommended by the Divisional head is required to be submitted to Personnel Division on 1st of January every year, failing which computer allowance shall not be payable.
- ii. In case of change in the job assignment of a staff employee, a fresh self-certificate duly recommended by the Divisional Head is required to be submitted to Personnel Division based on usage/non-usage of computers for continuation of grant of Computer Allowance.



- iii. The self-certificate duly recommended by the Divisional Head shall be placed in the personal file of the concerned employee.
- iv. A copy of the self-certificate duly recommended by the Divisional Head shall be forwarded by Personnel Division to F&A Division for necessary action at their end.

Other terms and conditions governing the payment of above allowance shall remain unchanged.



(Samit Mohapatra)
General Manager (Pers)

- Exe Secy. To CMD
- Exe. Secy to all Directors/CVO
- P.S. to all CGMs
- All Divisional Heads
- All BMs
- DGM(F)(A&E)
- SG, Fed. of STCOAs, New Delhi
- SG, Fed. of STCEUs, New Delhi
- SG, All India fed. of STC SC/ST Emp. Association, New Delhi
- Hindi Cell
- Notice Board/Website

ANNEXURE

PROFORMA OF SELF-CERTIFICATE FOR GRANT OF COMPUTER ALLOWANCE
(To be submitted on 1st January every Calendar Year)

I (Name),(Designation),
working in Division is operating computer for discharge of official
duties. I' am using computer for performing the following work:

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(Signature)

(Name of the employee)

(Employee No)

Recommendation of Divisional Head:

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(Signature)

(Name & Designation of Divisional Head)

