

No. 8-13/2013-14/IT-III
Government of India
Ministry of Communications and IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashok Road
New Delhi-110 001

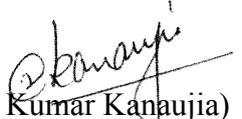
New Delhi, Dated the 20th August, 2015

Subject: Purchase of Note Book/ Laptop etc. revised guidelines

Kindly find enclosed herewith a copy of the Office Memorandum No. 8(25)/2012-EII(A) dated 19th September, 2014 issued by Department of Expenditure, Ministry of Finance regarding purchase of Note Book/Laptop.

2. All the eligible officers of DoT HQ are required to submit the "Requisition for Laptop" to IT wing in the enclosed proforma.
3. Requisitions received till 11th September' 2015 shall be considered in the first batch of procurement of Laptop.
4. This is issued with the approval of DDG(IT).

Enclosure: As above


(Vinai Kumar Kanaujia)
Director (IT)

To,

- 1) PS to MOC&IT
- 2) PPS to Secretary (T)
- 3) PPS to Member(S), Member (T), Member (F)
- 4) PPS to Additional Secretary(T), Administrator, USOF
- 5) Advisor(O), Advisor(T), Advisor(F)
- 6) All Sr. DDG & equivalent level officers, DoT HQ
- 7) CVO, DoT HQ
- 8) All DDG, JS & equivalent level officers, DoT HQ
- 9) All Director, DS & equivalent level officers, DoT HQ

Copy to:

Sr. Technical Director & Principal System Analyst, DOT-NIC

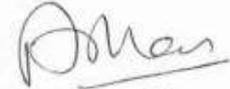
New Delhi, the 19th September, 2014

OFFICE MEMORANDUM

Subject: Purchase of Note Book/ Lap-Top, etc., by Ministries/ Departments – revision of guidelines reg.

In supersession to this Ministry's Office Memorandum bearing nos. 1(15)/E.II(A)/2009 dated 26th May 2009 and 14th May 2012 regarding purchase of Note Book/Lap-Top computers by Ministries/Departments and delegation of powers thereof, it has been decided that lap-top; tablet; notepad; ultra-book; notebook, netbook or devices of similar categories may be issued to officers of the rank of Deputy Secretary/equivalent and above for discharge of official work. These powers shall continue to be exercised by the Secretary of the Ministry/Department concerned in consultation with the Financial Adviser. It would be the prerogative of the Administrative Secretary to decide on the nature of gadget to be issued to the eligible officers.

2. This would, however, be subject to the following conditions:
 - i. Cost of the device, including standard software should not exceed Rs. 70,000/-
 - ii. Purchase procedures prescribed under GFRs/CVC guidelines may be followed.
 - iii. The officer who is given the device, shall be personally responsible for its safety and security, which shall continue to remain Government property. In case of its loss, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost.
 - iv. Only one device may be issued to an entitled officer. The officer will have the option to retain the device after four years by paying 10% of the original cost.
 - v. For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, be adopted.
 - vi. No new device may be sanctioned to an officer, who has already been allotted a device, in a Ministry/Department, up to four years or till the fitness of such device is certified by NIC of that Ministry/Department, whichever is later. Upon the transfer of the officer to another Ministry/Department of the Government of India, he may exercise the option of carrying this device to his new posting with the approval of the Administrative Secretary. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer from that Ministry/Department, except when such device has completed the stipulated period of four years or its useful lifespan, whichever is later.
 - vii. Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal.
3. This issues with the approval of Secretary (Expenditure).



(Anil Sharma)

Under Secretary to the Government of India

To

1. All Ministries/Department of Government of India.
2. All Financial Advisers
3. NIC, D/o Expenditure

Government of India
Ministry of Communications and IT
Department of Telecommunications

Requisition for Laptop

[For Deputy Secretary/ Equivalent and above level Officer only]

It is to mention that the undersigned is posted in DoT HQ, New Delhi as per following details:

Name	
Designation	
Employee Code/ Employee No. (as mentioned in pay-slip)	
Office Address	
Phone (office)	
Mobile No.	
E-Mail [@gov.in or @nic.in]	

2. Kindly arrange to issue a Laptop to undersigned for discharge of official work, in terms of Office Memorandum No. 8(25)/2012-EII(A) dated 19th September, 2014 issued by Department of Expenditure, Ministry of Finance, as per following:

a) It is certified that, at present, no laptop of “Government of India” is in possession of undersigned.

or

b) The laptop having Model No..... and Serial No.....of..... make, which was issued to me by the department, has already completed four years and I want to retain the same by paying 10% of the Original Cost.

or

c) The laptop having Model No..... and Serial No.....of..... make, which was issued to me by the department, has already completed four years and necessary certificate from NIC is enclosed.

Note: Strike out the clauses which are not applicable.

Signature with date

ADET (IT-1)