

13-9/2021-22/IT-III

I/3041498/2022


No: 13-9/2021-22/IT-III  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(IT Division)  
Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001

Dated: 06.05.2022

**Subject:** Implementation of Standard Operating Procedure (SoP) to issue Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank in DoT – reg.

The Competent Authority has approved Standard Operating Procedure (SoP) to issue Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank in DoT and the same is available on DoT website for implementation (<https://dot.gov.in/sites/default/files/2022%2005%2024%20SOP%20IT.pdf>).

In this regard, all Field Units and Divisions/Wings of DoT,HQ are requested to send fresh requisitions of eligible officers as per the said SOP to Sh.Nand Kishor Bijaraniya ADG (IT-III), IT Division, DoT HQ, New Delhi through e-receipt (e Office) mode for approval of the Competent Authority.

  
(Naveen Kumar) 6/5/2022  
ADG (IT-4)

Copy to: - All Divisions/Wings/Field Units of DoT.