

Government of India
Ministry of Communications
Department of Telecommunications
(Information Technology Cell)

File No. 08-01/2022-23/IT-I

dated: 21/03/2025

Subject: Standard Operating Procedure (SOP) for retention of laptop/Notebook in case of Intra-Ministry/Intra-Department transfer

Reference: Lr. No. 08-01/2022-23/IT-I dated: 03/06/2024

This document supersedes the previous letter issued by this office under the above reference. It is intimated that Department of Expenditure Memo No. 03(20)/2022-E.II (A) dated 21st July 2023 (Copy enclosed) and its amendment from time to time, may be followed strictly. However, in case of transfer of officers within the Ministry (DoT/MTNL/BSNL), superannuation and completion of life of Laptop the competent authority for approving the case for retention of laptops may be as follows: -

Sr. No.	Competent Authority	Unit
1.	DDG (IT)	DoT (HQ) including USOF and WPC
2.	LSA Head	LSAs
3.	Unit Head	TEC / NTIPRIT / NICF/NCCS
4.	Jt. CGCA (Admin)	CGCA
5.	DDG (Admin)	DGT
6.	Unit Head	Pr. CCAs / CCAs / Jt. CCAs (headed by Jt. CCA)

2. In case of transfer of officers to other Ministry/Department/Autonomous bodies/PSU / State Govt Attached/ Subordinate offices of Govt of India etc., the competent authority for retention of laptop will be the same as the procuring authority, in accordance with DoT F.NO. 1-1/2014-15-Finance (efile.79700 Dated 09.11.2023).

3. Moreover, the authority concerned may ensure the intimation of book transfer to the new unit for proper up keeping of records under intimation to this office.

4. This is issued with the approval of Competent authority.

Copy to: -

1. E-Office Notice Board.
2. All concerned.
3. DoT Website.

Digitally signed by
Rajesh Puppireddy
Date: 21-03-2025
17:53:33

(पुप्पीरेड्डी राजेश)
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