

Government of India
Ministry of Communication
Department of Telecommunication
(Information Technology Division)

File

No.

08-01/2022-23/IT-I

Dated: 03/06/2024

Subject: Standard operating Procedure (SOP) for retention of Note Book/Laptop in case of Intra-Ministry/Intra-Department transfer.

Reference: File No. - 8-27/2017-18/IT-III Dated: 12/03/2018.

In continuation to this office memo under 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), 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
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 as per DoT O.M. No. F. NO. 1-1/2014-15-Finance (efile.79700 Dated 09.11.2023 (Copy enclosed).

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 AS (T).

(P. RAJESH)

**Signed by Rajesh
Puppireddy
Date: 10-06-2024 13:22:29**

ADET (IT-I)

Copy to: -

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