

F.No.: 8-4/2016-17/IT-I  
Government of India  
Ministry of Communications  
Department of Telecommunications  
IT Division

\*\*\*\*

05-12-2023

## OFFICE MEMORANDUM

Subject: Purchase of laptops/notebooks and similar devices for  
Eligible officers in DoT-reg

In accordance with Department of Expenditure(DoE), Ministry of Finance Memorandum bearing No. 03(20)/2022-E.II(A) dated 21 July, 2023 and delegation of Financial Powers issued by Integrated Finance Division (DoT) vide OM bearing No.1-1/2014-15-Finance(efile.79700) dated 09 November, 2023 regarding purchase of laptop; tablet; phablet; notepad; ultra-book; notebook; net-book; mobile or devices of similar categories (referred to as 'Device' in DoE OM) may be issued to the eligible officers for discharge of official work.

2. All the Field Units are required to seek "**Declaration cum Undertaking**" from the eligible officers to whom the device would be allotted, in the form of **Annexure-I**.

3. All the Field Units are required to submit "**Statement of Device Purchased**" on quarterly basis in the first week of next quarter, in the form of **Annexure-II to IT Division, DoT (mail:dirit3-dot@nic.in, ddgit-dot@gov.in)**.

4. Retention of device:

(a) The officer may retain the issued device as per extant instructions of Govt of India issued by MOF from time to time. The concerned Field Units shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention.

(b) The device shall be retained by the employee as per rules without paying any amount, if the same is declared and certified as "beyond economic repairs (BER)" by the OEM or its authorized service center or agency/company providing AMC services to the concerned Field Units.

(c) All the Field Unit Head have to decide book transfer of the device and maintain the records accordingly.



5. Conditions at the time of transfer, Superannuation etc.:

(a) In case where, at the time of purchase of device if the residual service of the officer is less than 4 years [or in case the officer is transferred/deputed to State Govt. and with residual service of less than 4 years] or the officer leaves the Government Service within 4 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount equal to book value of the device on such date of relief from Government of India.

( b ) Upon transfer/deputation of the officer to other Ministry/Department/ Attached/Sub-ordinate offices of the Government of India or to the State Government in case of Officers of the All-India Services, the officer shall carry the device to his/her new place of posting, this fact should be specifically mentioned in the Last Pay Certificate (LPC) along with copy of the bill.

This is issued with the approval of Competent Authority.



(Pooran Chand)  
Director (IT)

Enclosure: A/A

To:

1. The Wireless Adviser, DoT HQ for Dir,WMO/JWA RLO
2. The Head of TEC
3. The CGCA/DG(T)
4. The Head of CCAs/LSAs/NCCS
5. The DG,NICF/NTIPRIT

Copy to:

1. PSO to Secretary(T)
2. PSO to Members, DCC
3. PSO Administrator, USOF/AS(T)
4. PSO to Advisor(F)
5. PS to DDG(F)/DDG (IT), DoT HQ
6. DoT's e-office notice board and website

Annexure-I

**DECLARATION CUM UNDERTAKING****[Ref: DoE OM No. 03(20)/2022-E.II (A) dated 21 July 2023]**

I, (Name).....employee code/Staff No.....posted as  
(designation).....in the office of.....  
undertake/declare that:

1. I have neither been issued Device\* nor claimed reimbursement against the same by any Govt. Department/Organization under DoE OM dated 21 July 2023 during last four years.
2. I shall be personally responsible for theft, loss or damage of the Device issued to me.
3. I shall not take the Device for repair to any external agency or vendor at any point of time.
4. The Device issued to me is solely for official purpose.
5. I shall be personally responsible for safety and security of data/information contained in the device issued to me.

I have read and understood the terms and conditions as mentioned above and declare to abide by them. In the event of any misrepresentation of facts coming to the light, the DoT reserves right to take action as deemed fit.

Signature:

Date:

[Employee Name]

Note: \*For the purpose of this declaration Device means Laptop; tablet; phablet; notepad; ultra-book; notebook; net-book; mobile or devices of similar category as mentioned on DOE OM dated 21 July,2023.



## Annexure-II

**Statement of Device Purchased**  
**(Ref: DoE OM No. 03(20)/2022-E.II (A) dated 21 July 2023)**

1. Name of Field Office/Unit: \_\_\_\_\_
2. Statement for Quarter: Q1/Q2/Q3/Q4, Financial Year: \_\_\_\_\_
3. Device Purchased for: \_\_\_\_\_
- a. Eligible Officers to the rank of Deputy Secretary or Equivalent and above:

Total Sanctioned Post	Total officers Currently posted	Nos. of Devices purchased during the quarter	Cumulative devices purchased during the FY

- b. Eligible Officers to the rank of Under Secretary and Equivalent:

Total Sanctioned Post	Total officers Currently posted	Nos. of Devices purchased during the quarter	Cumulative devices purchased during the FY

- c. Eligible Officers to the rank of Section Officer and Equivalent:

Total Sanctioned Post	Total officers Currently posted	Nos. of Devices purchased during the quarter	Cumulative devices purchased during the FY

- d. Devices purchased against 'beyond economic repairs (BER)' during the Q1/Q2/Q3/Q4= -----

4. Total devices purchased (a+b+c+d) during the Q1/Q2/Q3/Q4 = -----

Name & Signature  
Incharge(DDG/Equiv.)

