

No: 8-13/2013-14/IT-I
Government of India
Ministry of Communications & IT
Department of Telecommunications
(Information Technology Cell)

Dated: 14-03-2016

OFFICE MEMORANDUM

Subject: purchase of Note book/Lap-Top etc in DoT.


Consequent upon approval of Laptop procurement policy by Secretary (T) for officers of DS/Director and above level in DoT, all such procurement is to be done as per the policy approved. Accordingly, DoT will continue to purchase Laptops etc in accordance with extant guidelines of department of expenditure, Ministry of Finance. In this regard a copy of office memorandum of No. 8(25)/2012-EII(A) dated 19th September, 2014 issued by Department of Expenditure, Ministry of Finance, regarding purchase of Note book/Lap-Top etc by Ministries/ Departments is enclosed herewith.

2. DoT units may submit the consolidated proposal for procurement of laptops for eligible officers containing approval of head of the DoT unit, to IT wing of DoT HQ. After receipt of such proposal from DoT units IT wing of DoT HQ will process the same and convey the approval of Secretary (T). DoT units may procure laptops strictly as per provisions of GFR 2005. Further, the procurement to be made by DoT units on the basis of approval stated above should be after observing all codal formalities on the subject including CVC guidelines.
3. The request of the officer may be forwarded by the Head of Unit clearly recommending, after satisfying himself about the need and appropriateness of the type of gadget to be provided to the officer and availability of fund in the unit concerned. An indicative requisition form being used in DoT HQ is also enclosed.
4. Information regarding procurement of laptops and its supply to the applicant officer may be provided by the concerned DoT unit to the IT Wing of DoT. IT Wing of DoT has to keep a watch on implementation of the sanction conveyed before it lapses as per rule 30 of GFRs.

For the purpose of Rule 30 of GFRs, the sanction obtained for a particular DoT Unit (as a part of one consolidated sanction) has to be treated as an individual and independent sanction which will be subject to all rules and orders regarding sanctions.

5. Procurement of Lap- Tops for other purposes is beyond the purview of this OM.

Encl: as above


(Arvind Kumar Tripathi)
Director (IT-III)

To,

- 1) PS to MOC&IT
- 2) PPS to Secretary (T)
- 3) PPS to Member(S), Member (T), Member (F),
- 4) Additional Secretary (T), Administrator, USOF
- 5) Advisor (O), Advisor (T), Advisor (F), DoT
- 6) All Sr. DDG & equivalent level officers, TERM/CCA/WPC/TEC/NTIPRIT/NICF
- 8) All DDG, TERM/CCA/WPC/TEC/NTIPRIT/NICF
- 9) All Director, DS & equivalent level officers, TERM/CCA/WPC/TEC/NTIPRIT/NICF

Copy to: 1) Sr. Technical Director & Principal System Analyst, DOT-NIC for

F. No. 8(25)/2012-EII (A)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 19th September, 2014

OFFICE MEMORANDUM

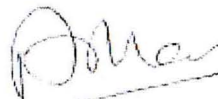
Subject: Purchase of Note Book/ Lap-Top, etc., by Ministries/ Departments – revision of guidelines reg.

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, etc.

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

It is to mention that the undersigned is posted inunit of DoT as per following details:

Name	
Designation	
Employee Code/ Employee No. (as mentioned in payslip)	
Office Address	
Phone (office)	
Mobile No.	
E-Mail [@gov.in or @nic.in]	
Type of gadget	Lap-top /tablet /notepad/ ultra-book /notebook /netbook or devices of similar category.

2. Kindly arrange to issue a Laptop (or type of gadget as specified above) 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 lap- Top issued to me by the office of the..... (Name of the office of last posting of officer) was surrendered by me on..... at the time of handing over of charge of the post of and the receipt provided by that office is enclosed herewith.

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 I want to retain the same by paying 10% of the Original Cost.

Or

d) 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)

Recommendation of Head of unit

Signature of Officer