

Government of India
Ministry of Communications
Department of Telecommunications
Room No. 1222, Sanchar Bhawan, New Delhi -110001
(Information Technology Cell)

1-5/2018-19/IT-I

Dated: 08-01-2019

Sanction for procurement of laptop

Sanction of Secretary (T) is hereby conveyed for procurement of laptops for 49 eligible officers of DoT field units in terms of DoT Policy issued vide OM No. 8-13/2013-14/IT-I dated 14-03-2016 and further modified vide OM No. 1-5/2018-19/IT-I dated 07.06.2018 and No. 03(13)/2018-E-II(A) dated 22nd October, 2018 as per the list attached.

2. Further, the procurement of laptop is subjected to the following terms:
- (i) Funds are available in the recent head of account.
 - (ii) Compliance of GFR, CVC guidelines and all the other codal formalities.
 - (iii) It is also advised to maintain data base for better management of the Laptops/Note Books and similar devices in field units across the country.

Manish Meena
2/1/2019
(Manish Meena)
ADG (IT), DoT Hq
Phone No. 2303-6374

To:

1. Advisor/ Sr. DDG(Telecom), TEC
2. Sr. DDG (Telecom), Karnataka LSA
3. Sr. DDG (Telecom), UP(W) LSA
4. Sr. DDG (Telecom), Uttarakhand LSA
5. Wireless Advisor, WMO
6. Sr. DDG (Telecom), UP(E), LSA
7. Sr. DDG (Telecom), TN, LSA
8. Sr. DDG (Telecom), W(B), LSA
9. Sr. DDG (Telecom), Punjab, LSA
10. Sr. DDG (Telecom), HP, LSA
11. Sr. DDG (Telecom), Assam, LSA
12. Sr. DDG (Telecom), Bihar, LSA
13. CCA, AP Circle

Copy for information to:

1. DG (Telecom), DoT
2. DDG (IT), DoT HQ

Consolidated list of Requisitions for laptop/ultrabook							
Sl. No.	Unit/ TERM	Sl No.	NAME	DESIGNATION	Employee Id/ staff No.	Option opted	Fund Availability (As mentioned by concerned)
1	LSA, Karnataka	1	Shri K Madhumohan Kumar	DDG	20057	A	Yes
		2	Smt Rachana Singh	Director(A)	20698	A	Yes
2	LSA, UK	3	Shri Deepak Kumar	Director	20331	A	Yes
3	WMO	4	Shri R K Saxena	Director	79006	A	Yes
4	WMO, Bangalore	5	Smt. K. Shanthi	Dy. Director	79041	A	Yes
5	LSA, UPE	6	Shri Kamal Kumar Saxena	Sr. DDG	2182	A	Yes
		7	Shri Jagdish Bahadur Singh	DDG R	8279	C	Yes
		8	Shri Ram Chandra	Director R	21153	C	Yes
		9	Smt Tripti Saxena	DDG	8564	A	Yes
		10	Shri Anil Kumar Ranjan	DDG	20058	C	Yes
		11	Shri R S Ram	Director	20384	D	Yes
		12	Shri Brijendra Kumar Singh	Director	20887	A	Yes
		13	Shri Raman Lal	DDG		A	Yes
		14	Shri Ramesh Chandra	Director	20291	A	Yes
		15	Shri Santosh Kumar Singh	Director	20880	A	Yes
6	CCA, AP Circle	16	Shri Prasoon Chandra	Director	21022	A	Yes
		17	Smt M. Anita	CCA	83108	A	Yes
		18	Shri A. Ranganatha Shyam	CCA	83185	A	Yes
		19	Shri K. Vinod Kumar	Jt. CCA	83188	A	Yes
7	LSA, UP(W)	20	Shri Chongroilen Mechek Sampar	Jt. CCA	83260	C	Yes
		21	Shri B S Nagar	Director	20985	A	Yes
8	TEC, New Delhi	22	Shri Vijendra Narain Tandon	Controller	83122	A	Yes
		23	Shri Premjit Lal	Director	20400	A	Yes
9	LSA, TN	24	Anita Ramadass	Director	20907	A	Yes
10	LSA, WB	25	Shri Shiwa Shankar Singh	Advisor	2177	A	Yes
		26	Shri Prasanna Kumar Sikder	DDG	8194	A	Yes
		27	Shri Dilip Kumar Kar	DDG	8289	A	Yes
		28	Shri Apurba Kr Das	DDG	8481	C	Yes
		29	Shri Manis Das	DDG	20209	C	Yes
11	LSA, Punjab	30	Shri Naresh Sharma	Sr. DDG	8161	A	Yes
		31	Shri Manoj Kumar Singh	DDG	8515	A	Yes
		32	Smt Rekha Singh	DDG	8597	A	Yes
12	WMO HQ, New Delhi	33	Shri Vresh Goel	Sr. Deputy Director	79012	A	Yes
		34	Shri Amit Gulati	Deputy Director	79027	A	Yes
13	HP LSA	35	Shri Sarvendera Singh	Sr. DDG	8373	A	Yes
		36	Shri Javed Eqbal	DDG	9671	A	Yes
		37	Shri Ranveer Singh	DDG	20007	A	Yes
		38	Shri J. Prem Raj	DDG	20045	A	Yes
		39	Shri Mohal Lal	DDG	20168	A	Yes
		40	Shri Pawan Kumar Negi	Director	20534	A	Yes
		41	Shri Deepak hupta	Director	20313	A	Yes
		42	Shri Ram Kumar	Director	20430	A	Yes
14	LSA, Assam	43	Shri Musaddi Lal	Sr. DDG	8313	A	Yes
		44	Shri Anurag Kochar	Director	20487	A	Yes
15	LSA, Bihar	45	Shri Vijay Kumar Srivastava	DDG	8302	A	Yes
		46	Shri Pandey Vijay Bhusan Prasad	Director	20429	A	Yes
		47	Shri Salim Subas Bara	Director	20523	A	Yes
		48	Shri Krishna kant Sinha	Director	20960	A	Yes
		49	Shri Supriya Jaiswal	Director	20967	A	Yes

Manish
8/11/2019

No.: 1-5/2018-19/IT-I
Government of India
Ministry of Communication
Department of Telecommunications
(Information Technology Cell)

1322, Sanchar Bhavan, New Delhi-01

Dated: 07/06/2018

OFFICE MEMORANDUM

Subject: Purchase of laptops/ Notebook and Similar Devices for eligible officers- Revised Guidelines.

References: (i) OM No. 8-13/2013-14/IT-III dated 14-03-2016.
(ii) OM No. 8(25)/2012-EII(A) dated 19th September 2014 and 8(64)/2016-EII(A) dated 27th September 2016.
(iii) OM No. 08(34)/2017-EII(A) dated 20th February 2018.

Consequent upon revision of instruction regarding the purchase of laptops/ notebooks and similar devices for eligible officers by Department of Expenditure, Ministry of Finance vide OM No. OM No. 08(34)/2017-EII(A) dated 20th February 2018, following modifications in the OM (8-13/2013-14/IT-III dated 14-03-2016) dealing with the subject issued by IT wing is made.

“The Department of Expenditure OM No. 8(25)/2012-EII(A) dated 19th September, 2014 referred in Para 1 shall be read as No. 08(34)/2017-EII(A) dated 20th February 2018.”

2. The Revised instructions for the purchase of laptops/ notebooks and similar devices for eligible officers issued by Department of Expenditure,

Ministry of Finance vide Office Memorandum No. 08(34)/2017-EII(A) dated 20th February 2018 is attached for ready references.

3. All the other Guidelines/ Instructions for the purchase of laptops/ notebooks and similar devices for eligible officers **will remain same.**
4. This issues with Approval of Secretary(T).



A K Tripathi
Director(IT-III)
DoT HQ

Encl: As Above.

To:

1. PS to MOSC(I/C).
2. PPS to Secretary(T)
3. PPS to Member(S), Member(T), Member(F), DG(T)
4. Special Secretary(T), Administrator(USOF)
5. Advisor(O), Advisor(T), Advisor(F), DoT
6. All Advisors, Sr. DDG and equivalent level officers, LSA/ TERM/ CCA/WPC/ TEC/NTIPRIT/NICF.
7. All DDG's, LSA/ TERM/ CCA/WPC/ TEC/NTIPRIT/NICF
8. All Directors/DS and equivalent level officers, LSA/ TERM/ CCA/WPC/ TEC/NTIPRIT/NICF.

New Delhi, the 20th February, 2018

OFFICE MEMORANDUM

Subject: Instructions for the purchase of laptops/notebooks and similar devices for eligible officers – revised guidelines.

In supersession to this Ministry's Office Memorandum bearing No. 08(64)/2017-E.II(A) dated 27th September 2016, regarding purchase of Note Book/Lap-Top computers by Ministries/ Departments & delegation of powers thereof, it has been decided that lap-top; tablet; notepad; ultra-book; notebook, net-book or devices of similar categories may be issued to officers of the rank of Deputy Secretary and above for discharge of official work. These powers shall continue to be exercised in consultation with the Financial Adviser by the Secretary of the Ministry/ Department or any other authority who are specifically delegated these powers by this Ministry from time to time, duly taking into consideration the functional requirements and budgetary provisions.

2. This would, however, be subject to the following conditions:

- (i) **Cost of device:** The Cost of device including Standard software* shall not exceed Rs. 80,000/-.

Standard Software: Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.

- (ii) **Purchase Procedures:** As prescribed under GFRs/CVC guidelines may be followed.

- (iii) **Safety, Security & Maintenance of Device:** The officer, who is given the device, shall be personally responsible for its safety and security as well as security of data/information, though the device shall continue to remain Government property. The officer concerned will be at liberty to get the device insured at his personal cost.

- (iv) **Retention/Replacement of device:**

- a) No new device may be sanctioned to an officer, who has already been allotted a device, in a Ministry /Department, up to five years. Any further issue of laptop in case of loss/damage beyond repairs within the prescribed period, should be considered only after the cost is recovered from the officer based on the book value after deducting the depreciation.
- b) For the purpose of calculation of the book value, a depreciation of 25% per year, on straight line method, be adopted.
- c) Post the completion of five years of usage, the officer shall retain the issued device.

- (v) **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 5 years or in case the officer is transferred/deputed to State Govt. but with residual service of less than 5 years or the officer leaves the Government Service within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount after deducting the depreciation.

- 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 will have the option of retaining the existing device and in case of such retention, this fact should be specifically mentioned in the Last Pay Certificate (LPC).

3. **Instructions for Ministries/Departments:**

- (i) For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of O.M. dt. 27/09/2016, the terms & conditions for retention/disposal of the device shall continue to be governed under the existing instructions of the said O.M.
- (ii) The applicability of the provisions of this order to the officers of Armed Forces/Para-Military Forces, officers of MoD & other similar establishments would be subject to restrictions imposed by the concerned departments/organizations duly taking into consideration the security of information. In all such cases the security of the information shall be the responsibility of the concerned department.

4. This is issued with the approval of Secretary (Expenditure).



(Dr. Bhartendu Kumar Singh)
Director(E.IIA)

To

- 1) All Ministries/Departments of Government of India
- 2) All Financial Advisers
- 3) NIC, D/o Expenditure

No. 03(13)/2018-E.II(A)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated: 22nd October, 2018

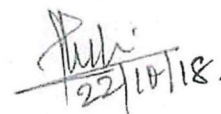
OFFICE MEMORANDUM

Subject: Instructions for the purchase of laptops/notebooks and similar devices for eligible officers – Clarification regarding admissibility of Taxes/GST on the price ceiling.

The undersigned is directed to inform that references have been received in this Department seeking clarification regarding admissibility of Taxes/GST on the prescribed price ceiling of Rs. 80,000 as mentioned in Para 2(i) this Department's O.M. No 08(34)/2017-E.II(A) dated 20th February, 2018 on the above subject.

2. The matter has been considered in this Department. Since taxes are statutory in nature and are bound to change from time to time, it is clarified that the price ceiling of Rs. 80,000/- for the purchase of laptops/ notebooks and similar devices for eligible officers under the provisions of this Ministry's OM dtd. 20th February 2018 is **exclusive of taxes**.

3. This is issued with the approval of Secretary (Expenditure).


22/10/18.

H. Atheli
(Director)

To:

- (i) All Ministries and Departments of the Govt. of India as per standard distribution list.
- (ii) All Financial Advisors
- (iii) Nic for uploading on Ministry's website.