

No: IT-11/7/2022-ADGIT3  
Government of India  
Ministry of Communication  
Department of Telecommunications  
(IT Division)

Sanchar Bhawan, New Delhi-110001  
Dated 15.02.2023

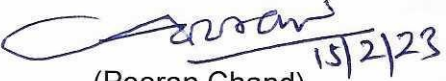
**OFFICE MEMORANDUM**

**Sub: Revised format for requisition of Laptop-reg**

Laptop/Notebook to the eligible officers in DoT are being provided in accordance with Department of Expenditure OM No: 08(34)/2017-E. II(A) dated 20/02/2018 and OM No: 03(16)/2021/E-II. A dated 30/11/2021. The format for requisition of laptop /notebook have been revised and further, requisition shall be entertained in the revised format only.

Therefore, it is requested to submit the requisition of Laptop/ Notebook etc. in the revised format.

This is issued with the approval of DDG(IT).

  
(Pooran Chand) 15/2/23  
Director (IT)

Enclosure: As above,

Copy to:

1. PSO to Secretary(T)
2. PPS to AS(T)/ Administrator, USOF
3. PPS to Member(F)/(S)/(T)/DG(T),
4. All Advisors/JS(T)/JS(A)/ Sr. DDGs/DDGs
5. LSAs/NITPRIT/WMO/WPC/NICF
6. Notice Board / DoT website ([www.dot.gov.in](http://www.dot.gov.in) under download forms)

**Requisition for Laptop**

(For Deputy Secretary/Equivalent and above level Officer only)

13-02-2023

Name of the Officer	
Designation	
Employee Code/Employee No. (as mentioned in payslip)	
Office address	
Phone (Office)	
Mobile No.	
E-mail (@gov.in or @ nic.in)	

2. A laptop may be issued to undersigned for discharge of official work, in terms of OM No: 08(34)/2017-E. II(A) dated 20/02/2018 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 laptop 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 on dated....., has completed 5 years. I want to retain the same as per OM No: 03(16)/2021/E-II.A dated 30/11/2021 issued by Department of Expenditure, Ministry of Finance or surrender to Department (Laptop will be allotted to the officer on issuance of retention or surrender order).

(*Note: Strike out the para(s) which are not applicable*)

**Signature of Officer.****Recommendation of Head of Unit**

New Delhi, the 20<sup>th</sup> 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 27<sup>th</sup> 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.:**

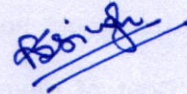
- a) In case where, at the time of purchase of device if the residual service of the officer is less than 5 years or in case the officer is transferred/deputed to State Govt. but with residual service of less than 5 years or the officer leaves the Government Service within 5 years of purchase of such 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

Secy(T)

E-540949/2021/CR  
dt-07/12/2021

dt: 7/12/2021  
at: 3:40pm

No.03(16)/2021/E-II.A  
Government of India  
Ministry of Finance  
Department of Expenditure  
.....

North Block, New Delhi  
Dated 30<sup>th</sup> November, 2021

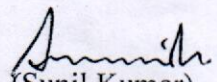
OFFICE MEMORANDUM

Subject: Retention of official Laptop issued to the officers at the level of DS & above reg.

The undersigned is directed to say that requests have been received for retention of laptops for the officers at the level of DS & above which were issued in accordance with this Department's OM No. F.No. 8(64)/2016-E.II(A) dated 27.09.2016 without any payment (10% of the original cost).

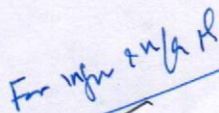
2. The requests have been considered in this Department and it has been decided that the officers who were issued laptops in accordance with this Department's OM No. 8(64)/2016-E.II(A) dated 27.09.2016 may be allowed to retain the Laptop without paying 10% of original cost as mandated in above said O.M. provided the device has completed 5 years of usage.

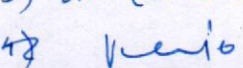
3. This issues with the approval of Competent Authority.

  
(Sunil Kumar)

Under Secretary to the Govt. of India  
Tel: 011-23095705

All Ministries/Departments of Government of India.

For info 

- 1) Dir (IT-1)
- 2) Dir (IT-2)
- 3) Dir (IT-3)
- 4) 

9/12/21

ADG (IT-I)   
10/12/2021

CS(T)  
X 8/12  
DDG (IT)

726/DDG(IT)  
9/12/21