



F. No./DIT/SDMC/2020-21/D- /58.

Dated: 06.07.2020

Circular

Subject:- Instruction for the purchase of Laptops/Notebooks and similar devices for eligible officers.

Issue of notebooks/laptop computers etc. to eligible officers of SDMC are governed by Ministry of Finance (Department of Expenditure) OM No. 08(34)/2017-E. II (A) dated 20th February 2018 as amended from time to time. A copy of the above OM is enclosed herewith for information and compliance.

In this connection, it has been decided to adopt the following procedure in compliance of the above OM of the Department of Expenditure.

- i. All departments may seek NOC from IT Department before purchasing the devices.
- ii. After purchase of the device, an intimation in this regard may be sent to IT Department along with warranty certificate of the devices.
- iii. No-dues-Certificate may be obtained from IT Department before relieving officers, who are deputed/appointed in SDMC on transfer/deputation from other Ministry/Department/Organization. No-dues-Certificate may also be obtained from IT Department before retirement/superannuation etc. in respect of offices of SDMC cadre.

Enclose: as above.

Antony
06/07/20
Admn. Officer (IT)

All HODs in SDMC
All Officers in SDMC
IT Department, NDMC/EDMC.

Copy to:-

1. Addl. Commissioner (IT), SDMC.
2. ADC (IT), SDMC.
3. AC (IT), SDMC.

AD/IT
7/7/20

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

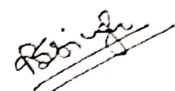
(v) **Conditions at the time of transfer, Superannuation etc.:**

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