F.No. 08(34)/2017-E.II(A)
Ministry of Finance
Department of Expenditure
E.II(A) Branch
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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/Subordinate 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

F. No. 8(64)/2016-E.II(A)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 27th September, 2016

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 no 8(25)/2012-EII(A) dated 19th September 2014 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 as well as security of data/information, though the device 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 the authorized service centre of the OEM or by the vendor providing AMC services for such devices to the Ministry/Department, whichever is later. No proposal of replacement will be, however, considered during the manufacturer's warranty period. 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 Finance Secretary.

(Pankaj Hazarika)
Director (E-II-A)

To

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

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