



सा०/No. : 5-1(632)/2019-PD

दिनांक/Dated: 22.03.2019

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं/. Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, वित्त मंत्रालय, व्यय विभाग के दिनांक 22.10.2018 का कार्यालय ज्ञापन सं० 03(13)/2018-E.II(A) Govt. of India, Ministry of Finance, Department of Expenditure Office Memorandum No. 03(13)/2018-E.II(A) dated 22.10.2018	Instructions for the purchase of laptops/ notebooks and similar devices for eligible officers – Clarification regarding admissibility of Taxes/GST on the price ceiling.

भवदीय/Yours faithfully


22/03/19

(संतोष कुमार/ Santosh Kumar)

अनु. अधि. (नीति प्रभाग)/ SO(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

(652) 2017 100
L. Th. Singh 10/10/18

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

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

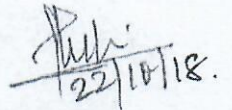
OFFICE MEMORANDUM

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.

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.:**

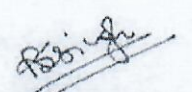
- a) In case where, at the time of purchase of device if the residual service of the officer is less than 5 years or in case the officer is transferred/deputed to State Govt. but with residual service of less than 5 years or the officer leaves the Government Service within 5 years of purchase of such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

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No 5-117)08-PI)

दिनांक/Dated: 16.10.2014

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admin)

सेवा में / To:

The Directors/Heads of all
National Labs./Instts of CSIR Hqrs
/Complex/Centres/Units

विषय/Sub Office Memoranda issued by Government of India, Ministry of Personnel, Public Grievances, and Pensions, Ministry of Finance – Endorsement thereof in CSIR -reg.

महोदय/Sir,

मुझे भारत सरकार के कार्यालय जापन आपकी सूचना, अनुपालन एवं आवश्यक कार्यवाही हेतु अर्पित करने का निर्देश हुआ है।

I am directed to forward herewith the following Office Memoranda issued by Government of India for information, guidance and compliance:-

S.No.	Office Memorandum No.	Subject
1	Ministry of Personnel, Public Grievances, and Pensions, DoPT OM No. 31011/5/2014-Estt (A-IV) dated 24 th September, 2014	Procedure for booking Air Tickets on LTC-Clarification reg.
2	Ministry of Personnel, Public Grievances, and Pensions, DoPT OM No. 31011/3/2014-Estt (A-IV) dated 26 th September, 2014	Central Civil services (Leave Travel Concession) Rules, 1988- Relaxation to travel by air to visit NER and A&N.
3	Ministry of Finance, Department of Expenditure OM No. 8(25)/2012-ElI(A) dated 19 th September, 2014	Purchase of Note Book/ Lap-Top etc by Ministries/ Departments- revision of guidelines reg
4	Ministry of Personnel, Public Grievances, and Pensions, DoPT OM No. 14019/2/13-Cash dated 7 th October 2014	Non submission of Boarding pass for settlement of T A. Claims

30 H/IT
16/10/14

भवदीय/Yours faithfully

निनोद कुमार
(विनोद कुमार Vinod Kumar)
अवर सचिव (नीति) / US(PD)

संलग्न/Encl यथोपरि/As above

प्रतिलिपि/Copy to

- 1 Head, IT Division with the request to make this circular available on the website & Policy Repository
- 2 Office copy

Phone: EPABX 23710136, 23710144, 23710156, 23710468, 23710605, 23711251, 23714238, 23714249, 23714769, 23715303
Fax: 91-11-23714788, Gram CONSEARCH, NEW DELHI, E-mail: jsa@csir.res.in

New Delhi, the 27th September, 2016

OFFICE MEMORANDUM

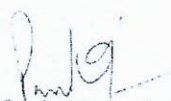
Subject: Purchase of Note Book/ Lap-Top, etc., by Ministries/ Departments - revision of guidelines reg.

In supersession to this Ministry's Office Memorandum bearing no 8(25)/2012-E.II(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 (F-II-A)

To

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

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली - 110001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110 001
सां/No. : 5-1(302)/2015-PD



दिनांक/Dated: 12.06.2018

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी की गई निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अद्येष्टित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

Sl. No.	Office Memorandum No.	Subject
1.	वित्त मंत्रालय, व्यय विभाग, कार्यालय ज्ञापन सं० 08(34)/2017-E.II(A) दिनांक 20.02.2018 Ministry of Finance, Department of Expenditure OM No. 08(34)/2017-E.II(A) dated 20.02.2018	Instructions for the purchase of laptops/notebooks and similar devices for eligible officers – revised guidelines.

भवदीय/Yours faithfully

- विनोद कुमार
13/6/18

(विनोद कुमार/ Vinod Kumar)
अवर सचिव (नीति प्रभाग)/ US(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस कार्यालय ज्ञापन को उपलब्ध कराने के अनुरोध के साथ / Head, IT Division with the request to make this OM available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy.

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.

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- 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.

Sh. R.S. Negi
Pl. put up for
enforcement.

R. S. Negi
21/5/18

- 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