F.No.12(1)/E.II(A)/2004
Ministry of Finance
Department of Expenditure
E.II(A) Branch

New Delhi, the 17th June, 2008

OFFICE MEMORANDUM

Subject: Grant of advance for purchase of Personal Computer – clarification reg.

The undersigned is directed to invite attention to the provisions of Rule 21(5) of the Compendium of Rules on Advances to Government Servants-2005, and Department of Expenditure’s O.M. dated 13th October, 2006, for grant of advance for purchase of Personal Computer.

2. References have been received from Ministries/Departments seeking clarification as to whether a Government servant can purchase a laptop computer by availing computer advance, in terms of the aforementioned provisions. The matter has been examined in this Department and after careful consideration, it has been decided to include laptop computers in the definition of ‘Personal Computer’ for the purpose of grant of computer advance, as stated in the said provisions. This, will however, not have any impact on the policy of the Government in regard to provision of Laptop computers to officers of the rank of Joint Secretary and above of Government of India, in terms of provisions of this Department’s O.M. No. 1(29)/E.II(A)/2 dated 19th April, 2004.

3. These orders will take effect from date of issue.

4. All the Ministries/Departments are requested to bring the amendments to the notice of their attached and subordinate offices for their information and necessary action.

(Suchita Misra)
Director, E.II(A)

To
All the Ministries/Departments of Government of India

Copy (with usual number of spare copies) forwarded to C&AG, UPSC etc., as per Standard endorsement list.

[Signature for uploading in our website]
No. 1(29)/E.II(A)/2000
Ministry of Finance
Department of Expenditure
E.II(A) Branch

New Delhi, the 19th April, 2004.

OFFICE MEMORANDUM

Sub: Purchase of Note book/Lap-Top Computers by Ministries/Departments.

The undersigned is directed to refer to this Ministry’s OM No. 1(29)/E.II(A)/2000 dated 6.9.2000 regarding purchase of Note book/Lap-Top Computers by Ministries/Departments and to say that it has now been decided to delegate powers for purchase of Note book/Lap-Top Computers to Administrative Ministries/Departments. This power shall be exercised only by the Secretary of the Ministry/Department concerned in consultation with their Financial Adviser, subject to the following conditions:

(a) There being adequate functional justification for the purchase of Lap-Top and that the Lap-Top not being issued routinely.

(b) Reasonableness of rates being ensured.

(c) The cost of Lap-Top should not exceed Rs. 75,000/-.

(d) The purchase procedures prescribed in GFRs being followed.

(e) Lap-Top not being issued to an officer below the rank of JS.

(f) The officer who is given the Lap-Top, will personally be responsible for the safety and security of the Lap-Top which will remain Govt. property and will need to be surrendered at the time of handing over of the charge. In case of loss, the loss will be recovered from the officer based on the book value of the Lap-Top. The officer concerned will be at liberty to have the Lap-Top insured at his personal cost.

This issues with the approval of Secretary (Exp.).

( Rubina Ali )
Under Secretary to the Govt. of India.

To
(i) All Ministries/Departments of Government of India.
(ii) All Financial Advisers.
Subject: Provision of computers at the residence of officers of the level of Joint Secretary or equivalent and above.

The High Powered Committee constituted under the Chairmanship of the Cabinet Secretary for improving administrative efficiency by using Information Technology (IT), had decided that computers with internet facility will be provided at the residence of the officers of the rank of Joint Secretaries or equivalent and above and had constituted an Executive Committee to suggest norms for the same. These norms have been recommended by the Ministry of Information Technology and the same have been examined in this Department. It has accordingly been decided that the following norms may be adopted:

(i) Pentium III-500 Mhz or above CPU and 128 MB RAM
   8 GB Hard Disk Drive
   Floppy Drive
   40 CD-ROM/DVD with Multimedia kit
   15"/17" SVGA Colour Monitor
   56.6 kbps modem
   101 keyboard
   one Inkjet Printer with Colour Kit
   UPS 5KVA
   WINDOWS 2000
   OFFICE 2000

(ii) Internet connectivity will be provided by NIC.

(iii) No further enhancement of the telephone calls beyond existing ceiling of 650 free calls bi-monthly allowed by the Government and 150 free calls allowed by the MTNL will be allowed.

(iv) Officers who are entitled and avail of facility of the computers and peripherals indicated above should pay an amount of Rs. 300/- per month from the date they are installed.

(v) On handing over the charge of the post, the officer may be given the option to retain the computer on payment of book value. For the purpose of calculation of book value a depreciation of 15% per year may be adopted. Thus, an officer who has had a term of five years will be required to pay 25% of original cost of the computer at the time of handing over charge at the red of the term deducting depreciation of 75% (15% 5).
   (Hindi version will follow.)

Sd/-
USHAA MATHUR
Joint Secretary to the Government of India

To:
All Ministries/Departments of the Government of India
All Financial Advisers (by name)
No. 7(4)/E(Coord)/99

Government of India
Ministry of Finance
Department of Expenditure
E(Coord) Branch

New Delhi, the 1st August, 2000

OFFICE MEMORANDUM

Subject: Provision of computers at the residence of officers of the level of Joint Secretary or equivalent and above.

The High Powered Committee constituted under the Chairmanship of the Cabinet Secretary for improving administrative efficiency by using Information Technology (IT), had decided that computers with internet facility will be provided at the residence of the officers of that rank, Joint Secretaries or equivalent and above and had constituted an executive committee to suggest norms for the same. These norms have been recommended by the Ministry of Information Technology and the same have been examined in this Department. It has accordingly been decided that the following norms may be adopted:

Pentium III-500 Mhz or above CPU and 128 MB RAM
8 GB Hard Disk Drive
Floppy Drive
40XCD-ROM/DVD with Multimedia kit
15'/17' SVGA Colour Monitor
56.6 kbps modem
101 keys Keyboard
One Inkjet Printer with Colour Kit
UPS-5KVA
WINDO.E 2000
OFFICE 2000

Internet connectivity will be provided by NITC.

No further enhancement of the telephone calls beyond existing ceiling of 650 free calls bi-monthly allowed by the Government and 150 free calls allowed by the MTNL will be allowed.

Officers who are entitled and avail of the facility of the computers and peripherals indicated above should pay an amount of Rs. 300/- per month from the date they are installed.

2/2
F. No. 10/8/99-Coord. (Pt.)
Government of India
Ministry of Finance
Department of Revenue
Coordination Division

Room No. 220-A, North Block,
New Delhi, dated the August 28, 2000.

Subject: Provision of computers at the residence of officers of the level of Joint Secretary or equivalent and above.

Please find enclosed a copy of O.M. No. 7(4)/E(Coord)/... dated 1.8.2000 from Department of Expenditure containing norms to be adopted for the provision of computers at the residence of officers of level & above, for information and necessary action.

Encl: As above

R.S. Dahiya
Under Secretary (Coord)
Tele. No. 301 5488.

All Officers of the level of J.S. & above in Deptt. of Revenue,
Dir. (N.C.) (for NCU, CCF & CBII)
D.S. (Ad. IC)
D.S. (C.A.)
D.S. (G.A.R.)
D.S. (Cash)
Tech. Dir. (HIC), North Block, New Delhi.
Shri R.R. Singh, Dir. (Systems), Dte. of Income Tax (Systems), E-2, Jhandewalan Extension, New Delhi.
All Heads of attached & Subordinate offices in CBDT
All Heads of attached & subordinate offices in CBEC