

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI**

F.No. FIN/22/10/2009-CDN (A&A)

Dated the 27<sup>th</sup> December, 2019

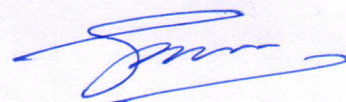
**ENDORSEMENT**

**Sub: Instructions for the purchase of laptops/notebooks and similar devices for eligible officers  
– revised guidelines- reg.**

In supersession of their earlier O.M. No.08(64)/2016-E.II(A) dated 27.09.2016 Ministry of Finance, Deptt. of Expenditure, New Delhi has issued an O.M. No.08(34)/2017-E.II(A) dated 20.02.2018 on the subject mentioned above.

As approved by the Competent Authority, this O.M. No.08(34)/2017-E.II(A) dated 20.02.2018 has been posted on the ICAR Web-Site [www.icar.org.in](http://www.icar.org.in) for information, guidance and compliance.

For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of Ministry of Finance, Deptt. of Expenditure O.M. No.08(64)/2016-E.II(A) dated 27.09.2016 (endorsed in the Council vide endorsement no. 22(10)/2009-CDN(A&A) dated 06.10.2016), the terms & conditions for retention/disposal of the device shall continue to be governed under the existing instructions of the said O.M.



**(G.P. Sharma)  
Director (Finance)**

**Distribution:**

1. Directors/Project Directors of all ICAR Institutes/National Research Centres/Project Directorates/Bureaux
2. All Officers/Sections at ICAR, Krishi Bhavan/KAB-I & II/NASC
3. PD, DKMA for placing on the ICAR website
4. PSO to DG, ICAR/PPS to Secretary, ICAR/PPS to SS&FA, DARE / ICAR
5. Secretary (Staff Side), CJSC, IIS&WC. Dehradun
6. Secretary (Staff Side), HJSC, ICAR
7. Guard File / Spare Copies



**KRISHI BHAVAN: NEW DELHI**

F.No. 22(10)/2009-CDN (A&amp;A)

Dated the 16 October, 2016

**ENDORSEMENT**

The Ministry of Finance, Department of Expenditure, has issued instructions regarding purchase of Note Book/ Lap-Top etc. by Ministries/Departments-revision of guidelines vide O.M. No. 8(64)/2016-E.II(A) dated 27<sup>th</sup> September, 2016. As approved by the Competent Authority, this O.M. No. 8(64)/2016-E.II(A) dated 27<sup>th</sup> September, 2016, Ministry of Finance, Deptt. Of Expenditure, has been posted on the ICAR Web-Site [www.icar.org.in](http://www.icar.org.in) for information, guidance and compliance.

—2.1424—  
06/10/2016  
(Rajesh Sahay)

Sr. Finance &amp; Accounts Officer

**Distribution:****I ICAR Institutes:**

1. Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates and National Research Centres/Bureaux
2. Project Coordinators/Coordinated Research Projects/Zonal Project Directors.
3. The Finance & Accounts Officers of all Research Institutes, Project Directorates and National Research Centres.

**II ICAR Headquarters:**

1. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhavan I & II, NASC, Pusa, New Delhi
2. ADG (CDN)/ADG (PIM)/PD, DKMA.
3. ND, NAIP/Chairman, ASRB
4. NC, NFBSFARA
5. Director(A), ICAR Hqrs./Director (DARE)
6. DS(WS)/US(Cash)
7. Cash-I, II and Audit-II Sections, ICAR, Krishi Bhavan, New Delhi
8. Sr. FPS to Secretary, DARE & DG, ICAR/FPS to Special Secretary, DARE & Secretary, ICAR/PS to AS&FA, DARE/ICAR
- ✓ 9. Incharge, ARIC, Directorate of Knowledge Management Units (DKMU), KAB-I Pusa, New Delhi-12 for placing the above mentioned OM in the ICAR Web-Site
10. Secretary (Staff Side), CJSC, NRC on Meat, Hyderabad.
11. Guard file.



**भारतीय कृषि अनुसंधान परिषद**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110 001**  
**Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001**

फा.सं.22(10)/2009-समन्वय (ए घण्ट प)

दिनांक 06 अक्टूबर, 2016

**पृष्ठांकन**

वित्त मंत्रालय, व्यय विभाग ने दिनांक 27 सितम्बर, 2016 के ओ.एम संख्या 8(64)/2016-ई. II (ए) के अनुसार मंत्रालय/विभागों द्वारा नोट बुक/लैप-टॉप आदि की खरीद के संबंध में निर्देश-संशोधित दिशानिर्देश जारी किए हैं। सक्षम प्राधिकारी के अनुमोदन से वित्त मंत्रालय, व्यय विभाग के इस ओ.एम सं. 8 (64)/2016-ई. II (ए) दिनांक 27 सितम्बर, 2016 को सूचना, मार्गदर्शन और अनुपालन के लिए भाकृअप की वेब-साइट [www.icar.org.in](http://www.icar.org.in) में डाल दिया गया है।

— 2/1/16 — 06/10/2016  
 (राजेश सहाय)

वरिष्ठ वित्त एवं लेखा अधिकारी

**वितरण**

**I भाकृअप संस्थान :-**

1. सभी अनुसंधान संस्थानों/परियोजना निदेशालयों और राष्ट्रीय अनुसंधान केन्द्रों/ब्यूरो के निदेशक/संयुक्त निदेशक/परियोजना निदेशक
2. परियोजना समन्वयक/ समन्वित अनुसंधान परियोजना/क्षेत्रीय परियोजना निदेशक।
3. सभी अनुसंधान संस्थानों, परियोजना निदेशालयों तथा राष्ट्रीय अनुसंधान केन्द्रों के वित्त एवं लेखा अधिकारी।

**II भाकृअप मुख्यालय :-**

1. भाकृअप, कृषि भवन, कृषि अनुसंधान भवन I & II, एनएएससी, नई दिल्ली के सभी अधिकारी/अनुभाग।
2. सहायक महानिदेशक (समन्वय)/सहायक महानिदेशक (पीआईएम), पीडी, डीकेएमए।
3. एनडी, एनएआईपी/अध्यक्ष, एसआरबी।
4. एनसी, एनएफबीएसएफएआरए
5. निदेशक (प्रशा), भाकृअप मुख्यालय/निदेशक (डेयर)
6. उप सचिव (डब्ल्यू एस)/अवर सचिव (रोकड)
7. रोकड I, II, और लेखा परीक्षा-II अनुभाग, भाकृअप, कृषि भवन, नई दिल्ली।
8. सचिव, डेयर एवं महानिदेशक, भाकृअप के वरिष्ठ प्रधान निजी सचिव/ अपर सचिव, डेयर एवं सचिव, भाकृअप के प्रधान निजी सचिव/अपर सचिव एवं वित्त सलाहकार, डेयर/भाकृअप के प्रधान निजी सचिव।
9. प्रभारी, एआरआईसी, डीकेएमयू, केएबी- I पूरा नई दिल्ली को उपर्युक्त पृष्ठांकन को भाकृअप की वेबसाइट में डालने के लिए।
10. सचिव (कर्मचारी पक्ष), सीजेएससी, राष्ट्रीय मांस अनुसंधान केन्द्र, हैदराबाद।
11. गार्ड फाइल।

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

New Delhi, the 27<sup>th</sup> September, 2016

**OFFICE MEMORANDUM**

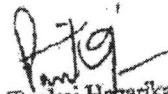
**Subject:** Purchase of Note Book/ Lap-Top, etc., by Ministries/ Departments - revision of guidelines reg.

In supersession to this Ministry's Office Memorandum bearing no 8(25)/2012-E.II(A) dated 19<sup>th</sup> 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)

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



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

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.

सि.स. (वि.स. एवं व.स. विभाग) का.स.स.  
सि.स. (A & A) Section  
सं. 108-सं. (वि.स. एवं व.स. विभाग)  
दि. 21/2/18

स.स.स.  
स.स.स. (A & A)  
स.स.स.  
21/2/18

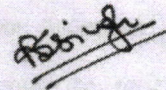


- b) Upon transfer/deputation of the officer to other Ministry/ Department/Attached/Sub-ordinate offices of the Government of India or to the State Government in case of Officers of the All India Services, the officer will have the option of retaining the existing device and in case of such retention, 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