

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केंद्रीय जल आयोग
सॉफ्टवेयरप्रबंधननिदेशालय



Government of India
Ministry of Jal Shakti
Dept. of Water Resources, RD&GR
Central Water Commission
Software Management Directorate

Circular

With reference to Circular vide file No.G-28022/2/2017-S M Dte-Part(2) dated 07.03.2024, and in line with Department of Expenditure O.M. F.No. 03(20)/2022-E.II(A) dated 21.07.2023, the following instructions are issued for strict compliance by all officers who have been provided with laptops/notebooks by the SMD Directorate, CWC for official use:

1. **Retention of Laptop on Retirement:** Officers intending to retain the laptop/notebook issued to them after superannuation must remit the residual value of the device, as per the above-referred DOE guidelines, to the concerned DDO office before their date of retirement.
2. **Transfer/Deputation:** In case of transfer or deputation to another Ministry/Department/Attached/Subordinate Office of the Government of India, or to a State Government, the officer shall carry the laptop to the new place of posting. This fact must be **specifically recorded in the Last Pay Certificate (LPC)**, along with a copy of the original bill of the device.
3. **Return of Laptop:** Officers who do not wish to retain the device are required to return the laptop/notebook along with all its accessories to SMD Directorate, CWC (HQ) before their retirement.

All Drawing & Disbursing Officers (DDOs) are requested to ensure that this fact is duly recorded in the Last Pay Certificate (LPC) of the officer.

This issue with the approval of the competent authority

Digitally signed by
Awdhesh Kumar
(Awdhesh Kumar)
Date: 09-09-2025
11:11:19
Director



I/165730/2024

भारत सरकार

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CIRCULAR

In accordance with the OM 3(6)/2020-E-II(A) dated: 27th March 2020 issued by Department of Expenditure, Ministry of Finance, regarding instructions for purchase of laptop, notebook and similar devices, on the grounds of functional necessity, to officers of rank of Under Secretary/ Section Officers and equivalent, and as per guidelines finalised in CWC, laptop have been procured and issued to officers of rank of Under Secretary/ Section Officers and equivalent.

Further Department of Expenditure, vide OM F.No. 03(20)/2022- E.II(A) dated 21st July 2023 has revised the instructions for the purchase of laptops/notebooks and similar devices for eligible officers.

In this regard, clarification has been requested from Department of Expenditure and it has been informed that officials (**Including officer of rank of Under Secretary/ Section Officers and equivalent**) who are currently holding laptops, notebooks or similar devices in accordance with the provisions of O.M. dated 27.03.2020, the terms & conditions at the time of transfer, Superannuation etc. and retention of the device shall now be governed as per given below.

1. Conditions at the time of transfer, Superannuation etc.

- In case where, at the time of purchase of device if the residual service of the officer is less than 4 years [or in case the officer is transferred/deputed to State Govt. and with residual service of less than 4 years] or the officer leaves the Government Service within 4 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount equal to book value of the device on such date of relief from Government of India.
- 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 shall carry the device to his/her new place of posting, this fact should be specifically mentioned in the Last Pay Certificate (LPC) along with copy of the bill.

2. Retention of device:

- Post completion of four years of usage, the officer shall retain the issued device. Concerned Ministry/Department shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention.
- No new device may be sanctioned to an officer who has already been allotted a device, in a Ministry /Department, up to four years except in case of repair which is declared as 'beyond economical repairs'. In such case, the device shall be retained by the employee without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A BER certificate to this effect shall be obtained from the OEM or its authorized service center or agency/company providing AMC services to the department.

This issue with the approval of competent authority.

Signed by Awdhesh Kumar
Date: 07-03-2024 16:19:38
(Awdhesh Kumar)
Reason: Approved
Deputy Director

To,

All eligible CWC officers (through website)

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