



CIRCULAR

With reference to the DoE OM dated 27.03.2020 and guidelines (attached herewith as Annexure) for issue of laptops to eligible officers in the pay level 8 to 12 (25% of sanctioned posts), laptops have been procured and issued to officers in the pay level 8 to 12 (25% of sanctioned posts) in CWC HQ and field offices as per requisitions received with functional justification from various organizations of CWC (HQ) as well as Regional offices.

In this regard, requests for clarification on redistribution of laptop in case of transfer/promotion of officers have been received in this office. Accordingly clarifications are notified as below:

1. In case of redistribution/reissue of laptops to any post in level 8 to 12, all offices are requested to strictly adhere to the above mentioned guidelines.
2. In case of CWC Regional offices, it may be ensured that if any officer who has been issued the laptop is transferred/superannuated/promoted, as per the above guidelines, he/she shall surrender the laptop to the new officer joining on the same post or to the concerned T&P store and obtain the necessary NOC.
3. The Chief Engineer concerned (Regional Office) is empowered for approving reissue of the laptop to any other officer on eligible post (8 to 12) in the organisation as per the mentioned guidelines.
4. In case of CWC HQ, it may be ensured that if any officer who has been issued the laptop is transferred/superannuated/promoted, as per the above guidelines, he/she shall surrender the laptop to the new officer joining on the same post or to Software Management Directorate.
5. The Chief Engineer concerned (CWC HQ) is empowered for approving reissue of the laptop to any other officer on eligible post (8 to 12) in the organisation as per the mentioned guidelines.
6. In case of request for transferring laptop from one organisation to another within a wing, concerned Member is empowered for approval.
7. The laptops have been issued to officers posted on eligible posts approved by the competent authority. In case of any change of eligible post by respective Chief Engineer or Member, the information may be conveyed to Software Management Directorate for proper record.
8. It may be ensured that Laptops are being issued based purely on functional necessity and only to eligible officers (Level 8 to 12).

This issue with the approval of Director SMD.

Yours faithfully,

Signed by Amitabh Tiwari

Date: 11-04-2023 17:49:01 (Amitabh Tiwari)

Reason: Approved

Deputy Director

To,

All Chief Engineers (Through CWC website circular).



No.3(6)/2020-EII(A)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 27th March 2020

Office Memorandum

Subject : Instruction for purchase of laptops/note books and similar devices for eligible officers – revised guidelines

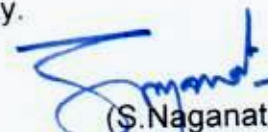
In partial modification of this Ministry's OM's bearing No. 08(64)/2017-EII(A) dated 20.02.2018 and 22.10.2018 on the above subject, it has been decided that laptop, note pad and similar devices may also be issued, on the grounds of functional necessity, to officers of the rank of Under Secretary/ Section Officers and equivalent rank subject to the condition that this shall be restricted to 25% of the sanctioned strength of these posts.

2. These powers shall be exercised by Secretaries of the Ministries/ Department and any other authorities who have been specifically delegated these powers by this Ministry from time to time, in consultation with FA of the Department. Other terms and conditions as detailed in this Ministry's OM dated 20.02.2018 shall remain the same. Although this Ministry's OM dated 20.02.2018 prescribes a maximum limit of Rs.80,000/- [excluding taxes] towards cost of the device including standard software, cost of the device may be kept to the minimum within the prescribed limit duly taking into consideration minimum technical requirements.

3. Requests have been received for issuance of laptop/note book or similar devices to Consultants engaged by Ministries/Departments. In this connection it is stated that Secretaries of the Ministries/Departments may take a decision in this regard purely on the basis of functional necessity, in consultation with FA, on case to case basis separately. The terms and conditions as given in this Ministry's OM dated 20.02.2018 relating to retention, return and re-issue will, however, not apply in this case. Ministries/Departments may accordingly decide the duration of issue, upkeep and return of these devices separately.

4. It is also stated that expenditure may be incurred for these purposes within the existing budget provisions and no additional budget allocation will be made on this ground.

5. This issues with the approval of the Competent Authority.


(S. Naganathan)
Deputy Secretary to Government of India

To

- (i) All Ministries and Departments of the Government of India
- (ii) All Financial Advisers

Copy to :-

Cabinet Secretary
Prime Minister's Office

Annexure-II**Guidelines for providing laptops/ notebooks and similar devices to Officers of level 8-12 Central Water Commission****Introduction:**

Central Water Commission is a premier Technical Organization of India in the field of Water Resources. The Commission is entrusted with the general responsibilities of initiating, coordinating, and furthering consultation of the State Governments concerned, schemes for control, conservation, and utilization of water resources throughout the country, for Flood Control, Irrigation, Navigation, Drinking Water Supply, and Water Power Development.

The work requires the use of the latest applications/ software for analyses and investigation purposes. Although desktop PCs/ workstations are available, mobile devices viz. laptops/ notebooks and other similar devices will help increase productivity, boost workflow and organizational efficiency.

1. Guidelines:

These guidelines have been framed as per instructions of the Department of Expenditure, Ministry of Finance OM, dated 27th March 2020. The policy contains instructions for the purchase of laptops/ notebooks and similar devices for eligible officers equivalent of the rank of Under Secretary/ Section Officers, subject to the condition that this shall be restricted to 25% of the sanctioned strength of these posts.

2.1 Eligibility:

All the officers of the level 8-12 will be eligible for the laptops subject to functional necessity. The Chief Engineer of the concerned organization will approve the functionality of the post on which the laptop has to be issued to the individual officer. The device will be issued to the individual who is in charge of the particular post at the time of issue, irrespective of the commitment of the concerned individual to the current department/organization. The concerned person will be responsible for the safety of the device. Accordingly, when the concerned officer gets transferred from the office, he/she will have to return the device to the Chief engineer office or the nodal directorate of the respective organisation, which will be re-issued to the new joining officer.

As per the OM of the Department of Expenditure, Ministry of Finance, only 25% of the sanctioned strength at each level (8 -12) will be provided laptops. Accordingly, a list of eligible officers will be prepared according to priority and provided by each Chief Engineer of the concerned organization for 25% of the sanctioned strength.

2.2 Life Span and Ownership:

1. The useful life of a laptop/ notebook will be considered as a minimum of four (4) years. However, the device can be utilized further for official use till satisfactory functioning.
2. The laptop to be provided to the respective officer shall be treated as official equipment in possession of the Officer.
3. The laptop will be issued purely based on functional necessity. Thus, the laptop will be returned to the Chief engineer office or the nodal directorate of the respective organisation upon transfer/ superannuation of the officer from his/ her current office/ post. The Chief Engineer Concerned will then be at liberty of re-issuing the laptop to

the new joining officer in place of an incumbent officer or any other officer with the approval of the Chief Engineer.

4. For the eligible staff as per DoE OM dated 27th March 2021 for the offices of Member and Chairman office, Chief Engineer HRM will include the respective staff for consideration while finalizing 25 % sanctioned strength based on functional justification.
5. For CWC HQ SMD will be responsible for procurement and disposal of obsolete laptops, however for regional offices if the laptops are procured centrally by SM Dte, the T&P of the Laptops will be transferred to the respective regional offices for further compliance as per guidelines.

2.3 **Repair & Maintenance and Safety:**

1. No expenditure is allowed on repairs and maintenance on items covered under warranty.
2. Safety and upkeep of the laptops, careful handling, protection from damage, and theft shall be the responsibility of the concerned officer. In case, the device is lost/ stolen, the cost will be recovered from the officer based on the book value (Purchase cost-Depreciation) of the device. The Officer concerned will be at liberty to get the device insured at his cost.
3. The maintenance of the device after the expiry of the warranty period is included in AMC. However, physical damage, loss, or theft, will not be covered under AMC.
4. Under no circumstances, condemnation or write-off of the laptop will be permissible.

2.4 **Depreciation:**

1. A depreciation of 25% per year, on the straight-line method, will be adopted for calculating the current book value.

2.5 **General:**

1. The laptop procured under this scheme shall be meant for official work only and will be the property of the Central Water Commission.
2. CWC reserves the right to verify the laptop in the office premises as and when deemed fit.
3. The concerned person will be held responsible for maintaining the confidentiality of official data/ records stored on their laptops.
4. The scheme can be changed/withdrawn at the discretion of CWC.

2.6 **Disposal:**

1. Upon completion of its life span or if the laptop has been declared 'end of life' by the Authorized service center, the laptops in CWC HQ may be returned to the SM Dte., which will dispose of the device as per the extant norms prescribed for e-waste disposal. However the regional offices will undertake the survey off and disposal at their own level.
