

भारत सरकार  
जल शक्ति मंत्रालय  
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग  
केंद्रीय जल आयोग  
सॉफ्टवेयर प्रबंधन निदेशालय



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

Dated November 2019

To,

**All the Eligible Officers of CWC / CWES at the Level 12 and above  
(Through CWC Website)**

**Sub:** Safety, Security and Maintenance of Official Laptop Computers issued to the Eligible Officers- reg.

**Ref:** MoF OM No.08 (34)/2017-E.II (A) dated 20.2.2018

Sir,

Kind reference is invited to the cited OM vide which Laptop Computers have been issued to eligible officers of CWC for discharge of official work. As regards Safety, Security and Maintenance of Issued Device under Clause 2 (iii) of cited OM; it is to inform that 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.

Therefore henceforth no expenditure shall be borne by the department for the protection, insurance or maintenance of the laptop, though the device shall continue to remain Government property.

This issues with the approval of Director, S M Dte, CWC.

Encl: A/a

Yours Sincerely,

(Akhil Akhouri)  
Deputy Director

Signature valid

Digitally signed by AKHOURI, सेवा भवन  
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