

**Office of the CGDA, West Block-V, R.K.Puram, New Delhi-66
Pr. IFA Wing**

INSTRUCTION NO. 2 OF 2007

No. PIFA/Gen Corr/2004/IFA (A/M)

Dated:1st March 2007

To

All PCsDA/CsDA/IFAs

Subject: Procurement of Notebook/Laptop Computers.

**Reference: In continuation of this HQrs. office Circular No AT/IX/IFA/13381/IT
Vol. IX dated 16.11.2005.**

Orders have been issued by MoF vide their letter No. 1(29)/E.II(A)/2000 dated 19.4.2004, stipulating the following conditions for purchase of laptops-

- (i) There being adequate functional justification for the purchase of Lap-top and that the Laptop is not being issued routinely.
- (ii) Reasonableness of rates being ensured.
- (iii) The cost of laptop should not exceed Rs 75,000.
- (iv) The purchase procedures prescribed in GFRs being followed.
- (v) Laptop not to be issued to an officer below the rank of JS.
- (vi) The officer who is given the laptop, will personally be responsible for the safety and security of Laptop, which will remain Govt. property and will need to be surrendered at the time of handing over the charge. In case of loss the loss will be recovered from the officer based on the book value of Laptop. The officer concerned will be at liberty to have the Laptop insured at his personal cost.

2. MoD (F) has also issued instructions vide their letter dated 31.10.2005 stating that Laptop can not be issued to an officer below the rank of Joint Secretary.

3. Notwithstanding the issue of above instructions, purchase of Laptops is being proposed by the Services on the basis of requirements such as operational/functional/

project, or as an integrated part of communication network, as mobile equipment loaded with network management software which is exclusively used for maintenance, fault finding, fault diagnostics restorations and rectification of the network, where the usage is not linked to an individual appointment etc.

4. Such procurements are not in conformity with existing guidelines issued by MoF No.1(29)/E.II(A)/2000 dated 19.4.2004 and instructions of MoD (F) letter dated 31.10.2005.

5. It is therefore enjoined upon all concerned to regulate the cases for procurement of Laptops in accordance with MoF and MoD (F) letters cited above.

6. Pr.IFA has seen.

sd/-
(Varghese Mathew)
Dy.IFA

Copy to:

- (i) Jt. CGDA (AT-I)
- (ii) Jt. CGDA (AT-II)
- (iii) Jt. CGDA (AT-III)
- (iv) Addl. FA (M)
Ministry of Defence (Fin.)
South Block, New Delhi-11.

For information.

sd/-
(Varghese Mathew)
Dy.IFA