

No. 1(29)/E.II(A)/2000  
Ministry of Finance  
Department of Expenditure  
E.II(A) Branch  
.....

New Delhi, the 19<sup>th</sup> April, 2004.

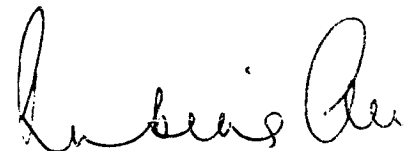
OFFICE MEMORANDUM

Sub: Purchase of Note book/Lap-Top Computers by Ministries/Departments.  
.....

The undersigned is directed to refer to this Ministry's OM No. 1(29)/E.II(A)/2000 dated 6.9.2000 regarding purchase of Note book/Lap-Top Computers by Ministries/Departments and to say that it has now been decided to delegate powers for purchase of Note book/Lap-Top Computers to Administrative Ministries/Departments. This power shall be exercised only by the Secretary of the Ministry/Department concerned in consultation with their Financial Adviser, subject to the following conditions:-

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

This issues with the approval of Secretary (Exp.).



( Rubina Ali )

Under Secretary to the Govt. of India.

To

- (i) All Ministries/Departments of Government of India.
- (ii) All Financial Advisers.