



No.6-6 / 2008-Corp-IT/43

Dated 08.05.2013

OFFICE MEMORANDUM

Subject: Policy regarding Insurance of Laptops issued to officers/officials in BSNL C.O. and Field officers.

In accordance with the Ministry of Finance Circular No. 1(29)/E.II (A)/2000 dated 19th April 2004, it has been decided that

"The officer/official, who is given the Laptop, will personally be responsible for the safety and security of the Laptop. The officers/officials are advised to get the Laptops issued to them insured on their own cost, if he desires so, and in case of loss or theft of such Laptops, the book value of such Laptop will be recovered from the officer/officials."

This issues with the approval of competent authority.


AGM (CIT-III)
BSNL C.O.

To

All Chief General Managers
BSNL Telecom Circles/Metro Districts/Maintenance Regions/IT Project Circle
All PGMs/ GMs, BSNL C.O.

Copy to

1. PPS to CMD for favor of kind information please.
2. BSNL Intranet Portal.
3. Dir (CFA)/ Dir (CM), Dir (HR)/ Dir (ENT) for favor of kind information please.
4. ED (CA)/ ED (NB)/ ED (CN)/ ED (FIN) for favor of kind information please.
5. Office Copy

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

New Delhi, the 19th April, 2004.

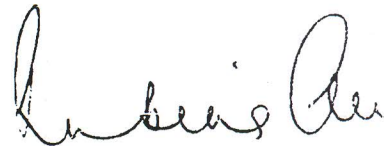
OFFICE MEMORANDUM

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.