

F.No.D-15014/28/2017-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise and Customs)

5th Floor, Hudco Vishala Building,
Bhikaji Cama Place, New Delhi
Dated, the 14th December, 2017.

OFFICE MEMORANDUM

Subject :- Purchase of Laptop by CBEC under the 1% Incremental Revenue Scheme – Revision of guidelines – regarding.

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The undersigned is directed to refer to this Department's O.M. F.No.15014/44/2009-Ad.IVA dated 25.05.2012, modified vide O.M. No. 15014/44/2009-Ad.IVA dated 07.08.2012 on the subject mentioned above and to say that the Department of Expenditure has, vide O.M. F.No.8(64)/2016-E.II(A) dated 27th September, 2016 (copy enclosed), modified the instructions on the subject.

2. The instructions contained in this Department's O.M. No.15014/44/2009-Ad.IVA dated 25.05.2012 and 07.08.2012 have been reviewed in the light of the instructions of Department of Expenditure and it has been decided that sub-paras 3(vi)(e) and 3(vi)(h) shall be further modified and sub-para 3(vi)(i) shall be added in the aforesaid instructions of this Department, as follows:-

"3(vi)(e) 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. In case of its loss, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost."

"3(vi)(h) At the time of retirement or leaving the department permanently on resignation, dismissal, termination or proceeding on deputation or in case of death during service, the Laptop will be surrendered to the Commissionerate/Directorate/Office under CBEC where the officer was last posted. However, on handing over the charge of the post, the officer may be allowed the option to retain the Laptop on payment of book value. For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, be adopted. The officer will also have the option to retain the device after four years by paying 10% of the original cost."

"3(vi)(i) Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal."

3. All other terms and conditions in the orders under reference shall remain unchanged. All the other instructions of Department of Expenditure on the subject shall also be equally applicable.

4. This issues with the concurrence of Integrated Finance Unit of Department of Revenue, vide their Dy.No.1007/2017-IFU-II dated 23.11.2017.

Encls. As above.


(B. Ginkhan Mang)

Under Secretary to the Govt. of India.
Tel: 011-26162673

To,

1. Directorate of Logistics, Customs & Central Excise, 4th Floor, Lok Nayak Bhavan, Khan Market, New Delhi-110511.
2. All Chief Commissioners/Directors General and Heads of Department under CBEC.
3. Principal Chief Controller of Accounts, CBEC, New Delhi.
4. Pay & Accounts Officer, O/o Principal chief Controller of Accounts, CBEC, New Delhi.
5. Director (Finance/EC), Department of Revenue, New Delhi.

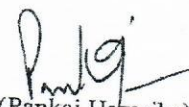
New Delhi, the 27th September, 2016

OFFICE MEMORANDUM

Subject: Purchase of Note Book/ Lap-Top, etc., by Ministries/ Departments - revision of guidelines reg.

In supersession to this Ministry's Office Memorandum bearing no 8(25)/2012-EII(A) dated 19th September 2014 regarding purchase of Note Book/Lap-Top computers by Ministries/Departments and delegation of powers thereof, it has been decided that lap-top; tablet; notepad; ultra-book; notebook, netbook or devices of similar categories may be issued to officers of the rank of Deputy Secretary/equivalent and above for discharge of official work. These powers shall continue to be exercised by the Secretary of the Ministry/Department concerned in consultation with the Financial Adviser. It would be the prerogative of the Administrative Secretary to decide on the nature of gadget to be issued to the eligible officers.

2. This would, however, be subject to the following conditions:
 - i. Cost of the device, including standard software should not exceed Rs. 70,000/-
 - ii. Purchase procedures prescribed under GFRs/CVC guidelines may be followed.
 - iii. 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. In case of its loss, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost.
 - iv. Only one device may be issued to an entitled officer. The officer will have the option to retain the device after four years by paying 10% of the original cost.
 - v. For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, be adopted.
 - vi. No new device may be sanctioned to an officer, who has already been allotted a device, in a Ministry/Department, up to four years or till the fitness of such device is certified by the authorized service centre of the OEM or by the vendor providing AMC services for such devices to the Ministry/Department, whichever is later. No proposal of replacement will be, however, considered during the manufacturer's warranty period. Upon the transfer of the officer to another Ministry/Department of the Government of India, he may exercise the option of carrying this device to his new posting with the approval of the Administrative Secretary. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer from that Ministry/Department, except when such device has completed the stipulated period of four years or its useful lifespan, whichever is later.
 - vii. Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal.
3. This issues with the approval of Finance Secretary.


(Pankaj Hazarika)
Director (E-II-A)

To

- 1) All Ministries/Department of Government of India.
- 2) All Financial Advisers
- 3) NIC, D/o Expenditure