

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

**INSTRUCTION NO. 14 OF 2007**

**No. PIFA/PC/No. 2/Palmtop**

**Dated: 18<sup>th</sup> Sept. 2007**

To

**All PCsDA/CsDA/IFAs**

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**Subject: Procurement of Palmtop Computers.**

Some of the IFAs have raised the issue of processing of cases of procurement of Palmtop Computer and concurrent issue of the Laptop and Palmtop Computers to an authorised officer.

2. The matter has been examined in consultation with Ministry of Defence (Fin.) and it is hereby clarified that Palmtop Computers are in the same category as Laptops/Notebooks although with advanced features. Therefore, proposals for purchase of Palmtop Computers may be processed with reference to Ministry of Finance guidelines issued vide No. 1(29)/E.II(A)/2000 dated 19.4.2004 and instructions of MoD (Fin.) letter dated 31.10.2005 (copies enclosed). Accordingly, it may be ensured that purchase of Palmtops is for issue to officers of the rank of Joint Secretary and above with the cost not exceeding the monetary limits prescribed in the MoF guidelines and that Palmtops are not issued concurrently with Laptops.

3. Cases of purchase of Palmtop/Laptop Computers not covered under the Policy guidelines issue by MoD and MoD (Fin.), as mentioned above, through exercise of inherent powers or through overruling of IFA's advice, may be reported to this HQ office (Pr.IFA Wing).

4. In view of the above clarification, IFAs may deal with cases accordingly.

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)

} For information with reference to above.

sd/-  
**(Varghese Mathew)**  
**Dy. IFA**

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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.

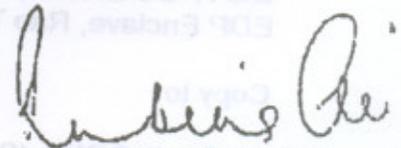
OFFICE MEMORANDUM

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.

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MINISTRY OF DEFENCE (FINANCE/SYSTEMS)

Subject: Policy on procurement/utilization of Laptops

The policy letter on procurement/utilization of laptops was issued by the Army Hqrs in consultation with this Division vide Circular No. B/04001/Policy/Laptop/DDG IT (T&F) dated 18.03.2005. The said letter, *inter alia*, lays down the scales at which laptops could be provided to the Directorates & Branches of AHQ, Fmn Hqrs and major units.

2. The matter has since been re-examined in the light of the basic orders issued by the Ministry of Finance, Deptt. Of Expenditure vide their OM No. 1 (29)/E.II(A)/2000 dated 19.04.2005. These orders clearly provide that laptops cannot be issued to an officer below the rank of Joint Secretary. Therefore, scaling of laptops, as provided for in the policy letter issued by the AHQ, is not in conformity with the basic guidelines issued by the Ministry of Finance. Since the policy directives of any department, including the Services Hqrs, cannot run contrary to the basic guidelines of the Ministry of Finance, AHQ may please withdraw their Circular dated 18.03.2005 with immediate effect, under intimation to this Ministry.

3. Cancellation of the policy guidelines issued by the AHQ would imply that henceforth proposals for purchase of laptops will have to be processed in accordance with the provisions of the Ministry of Finance OM dated 19.04.2005. This may please be disseminated to the lower formations while withdrawing the earlier Circular dated 18.03.2005.

4. This may be treated as **urgent**.

MKS 31/10/2005  
(Mukesh K. Sinha)  
Director (Fin/Budget & Systems)

DG IT GS Branch, AHQ  
EDF Enclave, Rao Tula Ram Marg, New Delhi 110 010

Copy to:

- ✓ 1. Jt CGDA (Systems), Office of the CGDA, Est Block V, RK Puram, New Delhi – 110 066 – with reference to their U.O. No. AT/IX/IFA/1338/IT Vol VIII dated 26.08.2005 and 27.10.2005
2. IFA Army (Miscellaneous) AHQ