



कार्यालय रक्षा लेखा महानियन्त्रक  
Controller General of Defence Accounts  
(सू.प्रो.एवं प्र.)/ IT&S Wing

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सत्यमेव जयते

सू.प्रो.एवंप्र./IT&S Wing

No. IT/BCDA0177/12/2021-IT (e-4802)

Dated: 04.06.2024

To

All PCsDA/PIFAs/CsDA/IFAs

(Through CGDA WAN) *website*)

**Subject:** Standard Operating Procedure to issue laptops/notebooks and similar devices to officers of the rank of Under Secretary/Section Officers equivalent rank in DAD.

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It is intimated that Ministry of Finance vide Department of Expenditure OM No. F.No. 03(20)/2022-E.II(A) dated 21<sup>st</sup> July 2023 has issued revised guidelines for the purchase of laptops/notebooks and similar devices for eligible officers for discharge of official work duly taking in to consideration the functional requirements and budgetary provisions. Eligibility Criteria as per ibid OM is as follows:

Section Officer and Equivalent (AAOs)	Under Secretary and Equivalent (STS, JTS and SAOs)	Deputy Secretary or equivalent and above (JAG and above)
Upto 50% of sanctioned strength of the Department	Upto 50% of sanctioned strength of the Department	100% of sanctioned strength of the Department

2. For Officers of the rank of Deputy Secretary (JAG) and above, proposals for procurement of laptops may be forwarded to the HQrs office for approval and release of funds as per existing practice.

3. As eligibility for officers of the rank of Under Secretary/Section Officers and equivalent is upto 50% of the sanctioned strength of the department, it has been decided that such proposals

may be forwarded to CGDA office along with detailed justification and recommendation of PCsDA/ PIFAs/CsDA/IFAs. Further, keeping in view of the budgetary constraints, procurement under the ibid OM will be done in three Phases.

Sl. No.	Phase	Level of officers to be covered
1	Phase 1	STS/JTS Officers
2	Phase 2	Senior Accounts Officers (SAOs)
3	Phase 3	Assistant Accounts Officers (AAOs)

4. Proposals to be covered under Phase – 1 may be forwarded by respective PCsDA/PIFAs/CsDA/IFAs by 30<sup>th</sup> June 2024. A Standard Operating Procedure (SOP) approved by the Competent Authority containing detailed procedure for processing of such proposals is forwarded herewith for information and necessary action.

This issues with the approval of Competent Authority.

  
(Rahul Gaur)  
Sr.ACGDA (IT&S)

**Standard Operating Procedure (SoP) to issue Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank in DAD- reg.**

Ministry of Finance, Department of Expenditure OM No. 3(20)/2022-E.II(A) dated 21.07.2023 provides for purchase of Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank subject to the condition that this shall be restricted to 50% of the sanctioned strength of these posts, duly taking into consideration the functional requirement and budgetary provisions.

2) This Standard Operating Procedure (SoP) contains guidelines for implementation of the ibid Department of Expenditure instructions in DAD: -

a. Purchase of Laptop/Notebook and similar devices will be done phase wise considering budgetary allotment in the following manner:

Sl. No.	Phase	Level of officers to be covered
1	Phase 1	STS/JTS Officers
2	Phase 2	Senior Accounts Officers (SAOs)
3	Phase 3	Assistant Accounts Officers (AAOs)

Phase 1 will start with immediate effect. CGDA HQ will notify the start of other phases separately after Phase 1 is completed.

- b. PCsDA/PIFAs/CsDA/IFAs will forward proposals of Laptop/Notebook and similar devices for the officers of the rank of Under Secretary/Section Officers and equivalent rank based on the functional requirements.
- c. The requirement along with the justification/recommendation may be sent to IT&S wing, HQrs Office in the Indent format enclosed at Annexure 'A' of this SOP on case-to-case basis for approval of the CGDA.
- d. Requirements from PCsDA/PIFAs/CsDA/IFAs and CGDA office will be scrutinized by a committee under the chairmanship of the Jt.CGDA (IT&S). Committee formation will be

approved by the CGDA. The committee will assess the proposals from PCsDA/PIFAs/CsDA/IFAs offices and give their recommendations. Committee will ensure that purchase of Laptop/Notebook and similar devices is restricted to 50% of the sanctioned strength of these posts.

- e. Preference will be given to those eligible officers, who are not issued laptops earlier as per the Department of Expenditure orders.
- f. IT&S wing of HQrs office will process the proposals on monthly basis along with the recommendations of the above said committee.
- g. After approval of recommendation of committee by CGDA, IT&S wing will release budget to PCsDA/PIFAs/CsDA/IFAs offices.
- h. PCsDA/PIFAs/CsDA/IFAs offices will procure Laptop/Notebook and similar devices at their end as per GFR provisions and Department of Expenditure OM No. 3(20)/2022-E.II (A) dated 21.07.2023 after receiving Sanction from CGDA along with funds.
- i. PCsDA/PIFAs/CsDA/IFAs will ensure strict adherence to Para 3 to 10 of the Department of Expenditure OM No. 3(20)/2022-E.II (A) dated 21.07.2023 for proper utilization of devices and in compliance to cyber security guidelines of MoD/CGDA HQ.

Indent for LAPTOP

I am posted at ----- as ----- . For performance of my official duties, I require a Laptop. I therefore, request for provision of Laptop as per the provision contained in GOI, Ministry of Finance, Department of Expenditure **F.No.3(20)/2022-EII(A) dated 21<sup>st</sup> July 2023.** In last four years, I have not been issued any laptop; tablet; notepad; ultra-book; notebook; net-book; mobile or devices of similar categories by the Ministry/ Department of the Government of India under the provisions/ directions issued from time to time by GOI, Ministry of Finance, Department of Expenditure.

I will be personally responsible for the safety and security of the laptop, which will remain Government property. In case of loss of the laptop the same will be recovered from me based on the book value of the laptop.

Signature:

Name:

Designation:

Office:

Date of Retirement:

Recommendation of PCDA/PIFA/CDA/IFA basis on functional requirement:

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(SoC regarding functional requirement may be attached by PCDA/CDA office.)

To

Jt. CGDA (IT)\_\_\_\_\_  
CGDA, Ulan Batar Road  
Delhi Cantt- 110010  
File No./ U.O. No. -----

Date: