

CONTROLLER GENERAL OF DEFENCE ACCOUNTS,
ULAN BATAR ROAD, PALAM, DELHI CANTT – 110010.
(IFA wing)

Ph No. 011 – 25665549, 25665569 -572, FAX No. 011- 25674779.

IFA Instruction No. 01 of 2011.

Dated :- 12 --01-2011.

No. IFA/135
To

All Pr. IFAs / Pr. CDAs / IFAs / CDAs / RTCs.

Sub :- Procurement of Laptops – Defence Services.

Ref :- HQrs office Instruction Order No. 02 of 2008 dt. 30.01.2008.

The proposals for procurement of Laptops are to be regulated as per Min of Fin OM No 1(29)/E.II(A)/2000 dated 19-04-2004 & instruction of MoD (Fin) letter dated 31-10-2005 (circulated vide IO's No 14 of 2007 & 02 of 2008).

2. However, the above instructions on the subject of procurement of laptops do not differentiate between procurement of laptops for personal use of Officers of Dy Secretary & equivalent level of officers and above and procurement of laptops as a part of equipment/project/operational use. A need was felt for seeking clarifications from Deptt of Expenditure, Min of Fin for differentiating the procurement of laptops for personal use and for operational and unique requirement of defence services and allow the procurement, when the laptop is one of the components of a complete system. Accordingly, the matter was referred by the HQrs office to MoD (Fin) with a request to seek a clarification from Deptt of Expenditure, Min of Fin for allowing the procurement of laptops in defence services, when the laptop is one of the components of a complete system.

3. MoD (Fin) has intimated vide their ID No. 231 (1)//System/Bud.II/2010 dt 20.12.2010 that Min of Finance, **Dept of Expdr** vide ID No. 1 (29)/E.IIA/2010 dt 16.11.2010 has conveyed that wherever laptop (s) are a component of a system which requires regular or frequent deployment in the field or forward areas and mobility is an integral part of the role and functional utilization of the system or where the use of a laptop is necessary for the operation/maintenance of the

system, these may be procured with the approval of MoD in consultation with the Financial Adviser, subject to the following conditions :-

(i) Such laptops shall be issued in the name of the officer in charge of the project, who shall be personally responsible for the safety and security of the laptop and the data contained therein. The officer shall, on remitting charge, surrender the laptop, which shall then be transferred in the name of the successor. In case of loss of laptop, the cost shall be recovered from the officer, based on the book value of the laptop. The officer concerned shall be at liberty to have the laptop insured in his name at his cost.

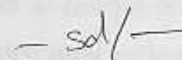
(ii) Adequate functional justification for the laptop should be ensured so that this facility is not misused to provide laptops for normal administrative use of officers, who do not meet the requirements laid down in the OM dated 26.05.09.

(iii) The cost of the laptop including standard software should not exceed Rs 70,000/-

(iv) Purchase procedure prescribed under the GFRs may be followed.

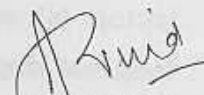
4. It is therefore advised that the procurement proposals involving laptops for functional/operational use may be processed accordingly.

4.1 Further, it is mentioned that the Table PC is nothing but a sort of Laptop, therefore, the above instructions will also be applicable for procurement of Tablet PC.


(Arvind Kadyan)
Jt.CGDA (IFA)

Copy to :-

1. AS & Addl FA(A), MoD(Fin)- for kind information.
2. JS & Addl FA (S), MoD(Fin) - for kind information.
3. ADGFP, AHQ. 4. ACNS (P & P), NHQ. 5. ACAS (Fin P), Air HQrs.
6. DDG, Coast Guard HQrs. 7. CC R&D, DRDO HQrs.
8. Boarder Roads Hqrs. 9. All RTCs. 10. All Jt. CGsDA (Local).
11. EDPS(Local) - for publishing on website.


(Arvind Kadyan)
Jt.CGDA (IFA)