

**Govt. of N.C.T. of Delhi**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
**9<sup>th</sup> Level, B – Wing, Delhi Secretariat,**  
**I.P.Estate, New Delhi – 110002**

NoF.1 (14)/2003-IT/2276

Dated: 08.09.2004

**CIRCULAR**

**1. Subject:**

The policy provides detailed guidelines for procurement of Laptop and how the proposals are to be processed.

**2. Eligibility Conditions:**

HODs or Secretary to the Government of Delhi (of the rank of Joint Secretary to Government of India and above) will be eligible for the Laptop provided they are required to make frequent presentations in respect of their official work. In case of other officers, it will be based on functional requirements for which detailed justification will have to be provided.

**3. Applicable to:**

- All Government departments under Govt of Delhi
- All autonomous bodies/local bodies under Govt of Delhi
- All PSU's Under Govt of Delhi

**4. Number of Laptops:**

There will not be more than two Laptops in a Department.

**5. Replacement:**

The purchase of new Laptop in place of old Laptop will be allowed as per the condemnation policy of Govt. of NCT of Delhi.

**6. Concurrence of IT department:**

All cases of purchase of Laptop will be processed by the concerned Department after taking approval of the IT Department. The proposal to IT Department will consist of the following:-

- 1.1 Officers for whom the Laptop is required.
- 1.2 Number of Laptops contained in the proposal.
- 1.3 Availability of any Laptop in the Department, if any, along with date of purchase.
- 1.4 Justification for the proposal.
- 1.5 Availability of funds.
- 1.6 Scheme and programme under which procurement is envisaged.

**7. Concurrence of Planning and Finance Department:**

The proposal once agreed by IT Department will then be sent to Planning/Finance Department for obtaining their approval before any order is placed on the same in each case.

**8.** Department of Information Technology may please be contacted for any difficulty, clarification or doubt that may arise in implementation of this order.

**9.** This issue with the approval of Finance Department vide its No 1194/PSF dated 26/08/04.

**(Prakash Kumar)  
Secretary (IT)**

Copy for information to: -

- All HODs / Secretaries / Pr. Secretaries
- Chairman /MDs of PSUs
- All head of local bodies/autonomous bodies
- All Secretaries to the Ministers
- OSD to Chief Secretary
- Secretary to L.G.