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OFFICE OF THE SPECIAL SECRETARY
GENERAL ADMINISTRATION DEPARTMENT,
GOVT. OF NCT OF DELHI, DELHI SECRETARIAT,
ROOM NO. 202 'A' WING, IP ESTATE, NEW DELHI.

No. F.2/883/CTB/GAD/2012/3126-27

Dated: 24, September 2013

OFFICE MEMORANDUM

Sub: Providing technology devices including computers to the Executive and Judicial Officers.

1. The Council of Ministers vide Cabinet Decision No. 2076 dtd. 16.09.2013 has approved the following:

a. All Executive Officers i.e. IAS (including those drawing fixed salary), DANICS and Judicial officers, having completed the probation period and working with the GNCTD will be provided the facility of one or more technology devices for communication and office work such as Desktop/ Laptop/ i-Pad/ i-Phone/ Smart Phone with features of Laptop alongwith its accessories, spare, repairs, batteries, software/hardware, installation and AMC etc. within a maximum ceiling of Rs. 1.10 lakh once in four years.

① The purchase will be made by the officer himself for which a maximum advance of 80% of the total cost may be obtained from the concerned department where the officer is working. The officer will then be seeking reimbursement for the complete amount incurred on such purchase from the office he is working in.

c. The annual rate of depreciation on these equipments would be as below:

Year 1	-	50%
Year 2	-	25%
Year 3	-	15%
Year 4	-	10%

Thus, the total prescribed life of such computers will be of four years.

d. With the introduction of above scheme, the existing facility of providing Rs.50,000/- to each Judicial Officer for procurement of a desktop with its accessories and AMC will stand withdrawn forthwith. Additionally, the Judicial Officers who have already availed of this facility of Rs. 50,000/- will be entitled to only the balance Rs. 60,000/-.

Jain


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2. Accordingly, all the eligible officers may purchase the desired technology device (s) which they find useful for smooth communication and office work. The accessories of these technology-devices may include Printer/Scanner/Multifunctional, UPS, Webcam, Sound System, Storage devices, Memory Card Readers, Networking equipments etc.
3. The cost of all such purchases should be restricted to a maximum ceiling of Rs. 1.10 lakh once in 4 years. In case, cost of such purchase exceeds this prescribed ceiling, the reimbursement shall be restricted to the upper ceiling of Rs. 1.10 lakh.
4. After having made the requisite purchase (either from his own funds or from the advance taken upto 80% of the total cost), the concerned officer will furnish a utilization/undertaking to the DDO of the concerned department where he is working, stating clearly that the requisite amount has been spent/utilized on account of purchase of technology device(s). On receipt of such a utilization/declaration, the DDO of the concerned department will reimburse the amount to the officer concerned directly.
5. The facility will also be available to eligible officers who are on deputation to the autonomous or local Bodies and undertakings of GNCT of Delhi.
6. GAD will act as a nodal department for the implementation of this Cabinet Decision.


This issues with the approval of the Chief Secretary.


(P.C. Jain)
Spl. Secretary (GAD)

No. F.2/883/CTB/GAD/2012/

Dated: September 2013

Copy to All Pr. Secretaries/Secretaries/Head of Departments/Heads/CEOs of Local and Autonomous Bodies/ Undertakings of Govt. of NCT of Delhi.


(P.C. Jain)
Spl. Secretary (GAD)