

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. 2010/C&IS/Committee/ Laptops/3/Pt.I

Dated 30.03.2011

**The General Managers
All Indian Railways
& Production Units**

**DG/ RSC, Vadodara
Directors, Centralised Training Institutes**

**Sub: Provision of Laptops to officers in lieu of Desktops
Ref: This office letter no 2006/C&IS/OTH/Laptop/14 dated 20-09-2006**

Officers in JAG and above over Indian Railways were permitted to have laptops in lieu of desktops as per above referred letter.

In this regard, various Railways sought clarifications about the codal life and modalities of disposal thereafter of these laptops. Requests were also received regarding provision of laptops/ notebooks to officers below JA Grade as well.

The matter has been examined by a Committee and the following policy guidelines are hereby issued after approval of the Board.

1. Provision of laptops/ notebooks to officers in lieu of desktops:

- 1.1. For officers in confirmed JA Grade and above, laptops with a cost ceiling of Rs. 55,000/- each may be provided.
- 1.2. Officers below JA Grade may be provided with notebooks with a cost ceiling of Rs. 25,000/- each.
- 1.3. The above cost ceiling shall be inclusive of all accessories, OS.
- 1.4. The codal life of laptops/ notebooks may be taken as Four (4) years.
- 1.5. The above shall also be applicable in cases of procurement on replacement of existing laptops upon completion of their codal life.
- 1.6. Probationers of all Railway services under training may be provided with notebooks as per cost ceiling, by the Centralized Training Institutes (CTIs) during the period of

probation. The same may be taken back once the probationers leave the institute for field training or posting etc. CTIs may procure and maintain a stock of adequate number of notebooks for this purpose. These notebooks shall be treated as normal office equipment not attached to a particular officer. However, probationers on a working post may be provided with individual equipment similar to that of a confirmed JS/SS officer.

2. Depreciation of cost of laptops/notebooks

- 2.1. The year wise depreciation of laptop/ notebook over the codal life of 4 years and its residual value beyond codal life shall be as under:

Year wise Depreciation				Residual value after 4th year	Remarks
Year 1	Year 2	Year 3	Year 4		
50%	25%	10%	5%	10%	% of purchase price

- 2.2. The depreciated value is for the price of the machine and associated accessories including licensed OS with the machine only. This depreciation formula does not include any packaged utility software which is bought along with the machine as separate item.
- 2.3. For calculating depreciated value for a part of the year the overall depreciation proposed for the year can be divided by 12 for arriving at a value for a particular month within that current year.
- 2.4. Illustration for calculating the depreciated value where a part year is involved, say, at the end of 15 months from the date of purchase:
- Assuming original cost = Rs. 50,000/-
 - Depreciation after 1st year= 50%
 - Depreciation after 15 months= Depreciation for the first year (@50% of purchase price) + depreciation for 3 months of second year (@25% of purchase price) = 50% + (25% * 3/12)= 56.25 % of purchase price
 - Depreciated value after 15 months = Original Cost – Depreciation after 15 months =Rs. 50,000 – (56.25/ 100 * Rs. 50000) = Rs. 21875/-.

3. Policy for disposal of old laptops/ notebooks


The following mechanism may be followed for disposal of laptops/ notebooks issued to officers:

- 3.1. Once a laptop/ notebook is issued to the officer (except in the case of probationer on training), then the laptop will not be returned to the office under any circumstances (on transfer, deputation, retirement, replacement etc). In such cases, the following procedure may be adopted.
 - 3.1.1. Upon issue of laptops/ notebooks to eligible officers, an entry may be made in the service record & LPC of the officer.
 - 3.1.2. The laptop/ notebook shall be carried by the officer with him in cases of transfer, deputation etc.
 - 3.1.3. The original value of the machine with details of Purchase order is to be provided to the officer on transfer to another office.
 - 3.1.4. If the transfer is outside the organization on deputation basis, then the officer has an option
 - (i) to treat laptop as owned by the officer till return to the organization, with due entries made in the service book & LPC of the officer; or
 - (ii) to pay the depreciated value of the laptop so that the entry is removed from the service record.
 - 3.1.5. In case the officer carries it to the deputed organization, then the AMC cost and any battery replacement cost is to be borne by the deputed organization. This arrangement has to be made by the officer with the deputed organization.
 - 3.1.6. If the officer retires or leaves the organization permanently, then the depreciated/ residual value as per Para 2 above, is to be deposited with the Railways to obtain final clearance from the organization and the officer has to take custody of the laptop/notebook.
 - 3.1.7. Whenever the machine exceeds its codal life, then the officer can place a requisition for another machine from the organization after paying the residual value to take custody of laptop which then is written off from the service record and fresh entry is made for the new machine.

4. The above policy shall be applicable to all Gazetted officers of Railway units, Railway Board, and officers of other Govt departments posted on deputation to Railway Board or Railway units.

This issues with the concurrence of the Finance Directorate in the Ministry of Railways.

Please acknowledge receipt.

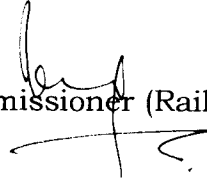

(Suyash Narain)
Director ME(C&IS)

No. 2010/C&IS/Committee/ Laptops/3/Pt.I

Dated 30.03.2011

Copy to:

- (i) Dy. Comptroller & Auditor General of India (Railways)
Room 224, Rail Bhawan, New Delhi.
- (ii) FA&CAOs, All Indian Railways
- (iii) FX & Budget Directorates, Railway Board
- (iv) Pay & Accounts Office, Railway Board


For Financial Commissioner (Railways)

Copy to:

- (i) PSs to MR, MSR (B) & MSR (M).
- (ii) PSO/Sr.PPS/PPS/PS to CRB / Board Members,
Secretary/Railway Board, DG/RHS, DG/RPF, Additional
Members, Advisors, EDs, DIP, Editor/ Indian Railways, Editor/
Bhartiya Rail
- (iii) All Associations (as per standard list).

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. 2011/C&IS/Committee/ Laptops/Pt.II

Dated 23/01/2012

**The General Managers
All Indian Railways,
CORE & Production Units**

**Director General
RSC, Vadodara
RDSO, Lucknow**

**CAO
COFMOW,DMW/Patiala**

**Directors,
All Centralised Training Institutes**

Sub: Provision of Laptops to officers in lieu of Desktops

**Ref: (1) This office letter no 2006/C&IS/OTH/Laptop/14 Dated 20-09-2006
(2) This office letter no 2006/C&IS/OTH/Laptop/14 Dated 10-08-2009
(3) This office letter no 2010/C&IS/Committee/ Laptops/3/Pt.I Dated 30-03-2011**

Policy guidelines for provision of Laptops/ Notebooks to all Gazetted officers were laid down vide letters referred to above. Various clarifications in this regard sought by Zonal Railways on many issues including mode of procurement, type of equipment have been considered and deliberated by the Board keeping in mind technological developments in this field. Accordingly, this policy is issued superceding earlier letters referred to above.

1. LAPTOPS

- 1.1 For the purpose of this policy, Laptop, Notebook, Tablet, and Netbook Computers are considered in the same class. They are referred to as 'Laptop' in this policy.
- 1.2 The codal life of Laptop will be considered as Four (4) years.
- 1.3 The Laptop to be provided to the eligible officer shall be treated as official equipment in possession of the officer.
- 1.4 The Laptop shall be completely owned by the Railways till such time the officer deposits its residual value, and takes ownership of the same as laid down in this policy, irrespective of the cost of the laptop and its method of procurement etc.
- 1.5 All aspects of this policy shall also be applicable on existing Laptops which were provided as per earlier letters referred to above.
- 1.6 This policy shall be applicable to all Gazetted officers of Railway units, Railway Board, and officers of other Govt departments posted on deputation to Railway Board or various Railway units.

2. ELIGIBILITY & CEILINGS:

2.1 For procuring Laptop:

- 2.1.1 Officer may be provided with a Laptop in lieu of Desktop.
- 2.1.2 'Laptop' includes all its accessories. Accessories may be purchased alongwith the Laptop or anytime later during its codal life.
- 2.1.3 The eligibility and the cumulative cost ceiling etc for procuring a Laptop shall be as indicated below:

Eligibility	Cumulative cost ceiling amount for a Laptop (All inclusive costs)	Proviso
Officer in Confirmed JA Grade and above	Rs. 55,000/- each	Officer in 'Confirmed JA Grade' shall not include officers holding <i>adhoc</i> or temporary capacities in JA Grade or looking after the current duties of JA Grade without being confirmed in JA Grade.
Gazetted Officer below confirmed JA Grade	Rs. 25,000/- each	---None--
Probationary officer of Group 'A' Railway Services under training	Rs. 25,000/- each	Laptop to be provided by the concerned CTI. The Laptop provided to the Probationer shall continue to be in his/ her possession during the training period. It shall be carried by the Probationer upon completion of training to his/ her working post.

2.2 For Repairs & Maintenance:

Expenditure on repairs & maintenance of Laptop is permissible on Railways' account as indicated below:

For a Laptop provided as per ceiling amount of	Corresponding cumulative Ceiling Amount for Repairs & Maintenance (All inclusive costs)	Proviso
Rs. 55,000/- each	Rs 30,000/-	Railways shall bear cumulative expenditure incurred over repairs and maintenance activity carried out over entire codal life of the Laptop, only up to the prescribed ceiling amount. This ceiling shall be applicable irrespective of the number of repairs and maintenance activities carried out.
Rs. 25,000/- each	Rs 20,000/-	

- 2.2.1 This ceiling amount shall be over and above the ceiling amount prescribed for procurement of a Laptop, and shall not be clubbed with the cost of purchase of Laptop.
- 2.2.2 Officer concerned shall bear the expenditure over and above the prescribed ceiling amount.
- 2.2.3 These ceiling limits are applicable irrespective of the method of procurement and regardless of the actual cost of the Laptop & accessories.

3. PROCUREMENT, REPAIRS & MAINTENANCE:

3.1 Method of Procurement, repairs & maintenance:

Eligible officer can chose any one of the following methods of procurement of Laptop.

(i) By Railway administration; **OR**

(ii) By the Concerned officer.

The method of repairs & maintenance shall be the same as that of procurement and mixing of methods for procurement and repairs & maintenance shall not be permitted.

3.1.1 By Railway administration:

- (a) Procurement can be done by the concerned COS for Zonal HQrs and by the Dy.CMM/Sr.DMM/DMM for the officers in the Divisions/Workshops, or such officer/ department designated for the purpose, either by making direct purchase or through DGS&D Rate Contract etc, as per extant procurement procedures.
- (b) The procurement shall be made within the prescribed ceiling amount and in no case the prescribed ceiling shall be exceeded.
- (c) Railway Administration shall undertake repair & maintenance of the Laptop as per extant procedure, subject to the cumulative cost ceiling limit prescribed above.

3.1.2 By Concerned officer:

- (a) Procurement, repairs & maintenance can done by the officer concerned directly from the Original Equipment Manufacturer (OEM) or their authorized outlets by paying the amount himself/herself, and then claim for reimbursement thereof.
- (b) The officer can procure, repair & maintain the Laptop costing any amount, which may be more or less than the corresponding prescribed ceiling amount. However, the amount to be reimbursed shall be equal to

the cost of purchase, repairs & maintenance or the corresponding prescribed ceiling amount, whichever is lower.

- (c) The complete ownership of the Laptop will be vested in Railways irrespective of cost of purchase, repairs & maintenance.
- (d) The officer should give an undertaking at the time of claiming reimbursement for procurement, repairs & maintenance that:
 - (i) The rates are reasonable; and
 - (ii) The Laptop has been actually procured/ got repaired & maintained by him/her; and
 - (iii) The reimbursed amount is liable to be recovered from him/her in case of false declaration detected at a later date.
- (e) Railways will be neither responsible nor liable for any contractual, legal and statutory issues arising out of the purchase/repairs & maintenance.
- (f) No advance shall be provided to the officer by the Railway administration for enabling such purchase, repairs & maintenance.
- (g) The complete onus of ensuring and certifying authenticity and correctness of submitted documents at the time of claiming reimbursement shall lie with the concerned officer claiming reimbursement and not the sanctioning authority.

3.2 Scope of procurement, repairs & maintenance:

- (a) It is suggested that officers may use free open source softwares like 'OpenOffice'.
- (b) The ceiling amount stipulated for repair & maintenance shall cover: warranty extensions, local repairs and maintenance activities, AMC contracts, purchase of spares, replacement of batteries and other hardware etc, facility management services like installation/ reinstallation of software already available/ warranty call logging.
- (c) The Warranty available may be kept in mind while incurring expenditure on repairs & maintenance.
- (d) Safety and upkeep of the Laptops, implying careful handling, protection from damage & theft etc, shall be the responsibility of the officer concerned. Cost of insurance to be done, if any, shall be borne by the officer concerned personally.
- (e) Under no circumstances, condemnation or write-off etc of the Laptops is permitted under this policy.

- (f) No expenditure on repairs & maintenance etc shall be permitted beyond the codal life of the old Laptop. This is applicable even if the officer does not opt for a new Laptop, or is in the process of procurement of the same as replacement after end of codal life of old Laptop. However, as a one time relaxation, the letter under reference (2) above shall be in effect for four months from the date of issue of this policy, after which it will be superceded by this policy.

4. ACCOUNTING & DISPOSAL :

- 4.1 The Laptop shall continue to be in possession of the officer and cannot be returned to the office under any circumstances. It has to be carried by the officer with him/ her upon transfer, deputation, retirement, leaving the organisation permanently etc.
- 4.2 The office providing the laptop shall ensure entry of details in the Service Record & LPC of the officer provided with Laptop. In addition, the office shall maintain necessary records as may be required to be provided to the officer at the time of transfer/ deputation/ posting to another office/ retirement etc.
- 4.3 On completion of codal life of the old laptop, officers including probationary officers, can pay its residual value to own the same. The service record entries of old laptop shall then be deleted. Subsequently the officer can also process for procuring a new laptop, as per his/ her eligibility at that time, whose details shall then be entered in the Service Records of the officer.
- 4.4 Officers including Probationary officers, except those going on deputation, leaving the organization permanently or on retirement, are not permitted to deposit the residual value of old Laptop or to seek a new Laptop, before the expiry of codal life of old Laptop.
- 4.5 In case of transfer outside the organization on deputation basis, the officer has an option:
- (a) to treat Laptop as owned by the officer till return to the organization, with due entries made in the service book & LPC of the officer; OR
 - (b) to pay the depreciated value of the Laptop as on that date so that the entry is removed from the service record.
- 4.6 In case the officer carries the laptop to the deputed organization, then the cost of its repairs & maintenance is to be borne by the deputed organization. This arrangement has to be made by the officer with the deputed organization. Railways will not reimburse the same.
- 4.7 Officer, including Probationary officer, leaving the organization on retirement or on permanent basis has to deposit the residual value with the Railways to obtain clearance from the organization, and has to own the laptop. Then the laptop will be written off from the service records of the concerned officer.

- 4.8 Laptops returned by the officers, if any, until 30.03.2011 may be used as any other office equipment, as after that date, policy guidelines did not permit returning of laptops by the officer to the organization.

5. DEPRECIATION OF COST OF LAPTOP:

- 5.1 The residual value of the Laptop over and beyond the codal life period shall be as under:

Depreciated, i.e. Residual Value after the end of year(s)				Residual value at any point of time beyond end of 4th year	Reference for calculating residual value
Year 1	Year 2	Year 3	Year 4		
50%	25%	15%	10%	10%	% of purchase price

- 5.2 For the purpose of calculation of residual value of the Laptop, the actual purchase price or the corresponding ceiling amount, whichever is lower, shall be considered.
- 5.3 The depreciated value is of the price of the Laptop and accessories including licensed OS only. This depreciation formula does not include any packaged utility software which is bought along with the machine as separate item.
- 5.4 For calculating residual value, the cost of accessories etc even if they have been purchased anytime later during the codal life of Laptop, will be treated as if they have been purchased along with the Laptop and their codal life will also be coterminous with that of Laptop.
- 5.5 For calculating depreciation for a part of the year, proportionate depreciation prescribed for that year can be divided by 12 for arriving at a value for a particular month within that year. This shall be proportionally added to the cumulative depreciation prior to that year, to arrive at the final depreciation.
- 5.6 Illustration for calculating the residual value where a part year is involved, say, at the end of 15 months from the date of purchase:
- i) Assuming original purchase cost = Rs. 50,000/-
 - ii) Depreciation after 1st year= 50%
 - iii) Depreciation after 15 months= Depreciation for the first year (@50% of purchase price in first year) + depreciation for 3 months of second year (@25% of purchase price for second year)

$$= 50\% + (25\% * 3/12) = 56.25\% \text{ of purchase price}$$
 - iv) Residual value after 15 months = Original Cost – Depreciation after 15 months =Rs. 50,000 – (56.25/ 100 * Rs. 50000) = Rs. 21875/-

6. OTHER PROVISIONS

- 6.1 Purchase of Laptops other than those specified in this policy shall continue to require explicit permission of Railway Board even if they are sanctioned/ provided for in any estimates.
- 6.2 Unless specified otherwise, this policy or a part thereof shall not be applicable on Laptops procured under any other policy provision/ estimate, and also in case of those Laptops referred to under Para 4.8 above. For such equipments, extant practice of maintenance, disposal etc of office equipments shall be applicable.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

Please acknowledge receipt.


(Suyash Narain)
Director ME(C&IS)

No. 2011/C&IS/Committee/ Laptops/Pt.II

Dated 23/01/2012

Copy to :

1. The FA & CAOs, All Indian Railways, PUs, CORE, COFMOW, CTIs, RSC/ Vadodara, RDSO/ Lucknow.
2. Principal Directors of Audit, All Indian Railways/PUs (as per standard list).
3. The Dy. Comptroller and Auditor General of India (Railways), Room No. – 224, Rail Bhawan, New Delhi.
4. Pay & Accounts Officer, Railway Board.
5. Finance(X), Budget, Cash Branches, Railway Board.


For Financial Commissioner/Railways

Copy to :

1. PSs to MR, MSR(B) & MSR(M).
2. PSOs/ Sr. PPSs/ PPSs/ PSs to CRB/Board Members, Secretary, DG/RHS, DG/RPF, Additional Members, OSDs, Advisors, JSs, Executive Directors, DIP, Editor/Indian Railways, Editor/Bhartiya Rail, All Other Officers & Directorates/ Sections Railway Board.
3. All Associations (as per standard list)

GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAILMANTRALAYA)
(RAILWAY BOARD)

No.2018/Transf. Cell/Mech/Misc

Dated : 02 -01-2019

The General Managers
All Indian Railways, CORE & Production Units

Director General
RDSO, Lucknow, NAIR, Vadodara

CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Directors, All Centralized Training Institutes

Sub: Simplification of the procedure of Laptop reimbursement

**Ref : Director ME(C&IS) letter no 2011/C&IS/Committee/Laptops/Pt.II Dated
23/01/2012**

It has been brought to notice by officers in field and Railway Board that the procedure for laptop procurement, reimbursement as well as maintenance is very cumbersome and needs to be simplified.

As per the existing policy, the officers in JAG and above grade are entitled for Rs.55,000/- for Laptop and Rs.30,000/- for repair and maintenance. Other gazette officers below JAG are entitled for Rs.25,000/- for Laptop and Rs.20,000/- for repair and maintenance.

Board (FC & CRB) has approved further simplification of the process of procurement and reimbursement of laptop. As per the simplified procedure, officers who procure laptop themselves may club the cost of Laptop and cost of repair/maintenance over the specified life of the machine and total amount can be claimed through single invoice subject to the terms and conditions as well as monetary limits laid down in the laptop policy letter dated 23/01/2012.

In case both i.e. the cost of laptop and the cost of repair & maintenance are clubbed together and there is a single invoice of the total permissible amount, the responsibility of repair and maintenance of the laptop shall rest with the officer concerned. Other terms and condition mentioned in the Laptop policy dated 23/01/2012 remains the same.

This issue with the concurrence of Associate Finance of the Transformation Cell, Ministry of Railways.

Please acknowledge receipt.



(A K Chandra)

ED/Mech./Transformation

No.2018/Transf. Cell/Mech/Misc

Dated : 02 -01-2019

Copy to :

1. PFAs, All Indian Railways & Production Units,
2. The ADAI (Railways) New Delhi
3. The Director of Audit, All Indian Railways



(Sanjeeb Kumar)

ED/Accounts/Transformation

Copy to :

1. The Director, Indian Railway Institute of Civil Engineering, Pune.
2. The Director, Indian Railways Institute of Mechanical and Electrical Engineering, Jamalpur.
3. The Director, Indian Railways Institute of Signal Engineering and Telecommunications, Secunderabad.
4. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
5. The Executive Director, Indian Railways Centre of Advance Maintenance Technology, Gwalior.
6. The Director, Indian Railway Institute of Transport Management, Lucknow.
7. The Registrar, Railway Claims Tribunal, Delhi.
8. The General Secretary, IRCA, New Delhi.
9. The Chief Commissioner of Railways Safety, Lucknow.
10. The Secretary, Railway Rates Tribunal, Chennai.
11. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
12. Managing Director, CRIS, Chanakyapuri, New Delhi.

Copy to :

1. The Genl.Secy., AIRF, Room No.248, & NFIR Room No.256-C, Rail Bhawan.
2. The Secy. Genl., IRPOF, Room No.268, FROA, Room No,256-D, AIRPFA, Room No.256-D Rail Bhawan.

Copy to :

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MS, MT, SECY, DG(S&T), DG(RHS), DG(RPF), DG(Stores), DG(Pers)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board.



(A K Chandra)

ED/Mech./Transformation

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No.

Dated .

**CERTIFICATE TO BE OBTAINED BY THE OFFICER AFTER DEPOSITING RESIDUAL VALUE OF LAPTOP ON
PRODUCTION OF MONEY RECEIPT**

(TO BE ISSUED TO THE OFFICER WHERE HE/SHE OPTS FOR DEPOSIT OF RESIDUAL VALUE THROUGH CASH ETC)

Sub: Residual value of the old laptops to be deposited by the officers

Ref: Board's policy letter no 2010/C&IS/Committee/ Laptops/3/Pt.1 Dated 30.03.2011

As the Officer wishes to obtain new laptop after depositing the residual value with the Railways through Cash/ Deposit, instead of getting it deducted from his salary, the following are the details of the existing laptop for which residual value deposited by the officer mentioned below for obtaining clearance as per policy, upon completion of Codal life of existing Laptop or upon superannuation/ retirement of the Officer concerned:

NAME OF OFFICER :

DESIGNATION & GRADE OF THE OFFICER :

RUID OF THE OFFICER (If Available) :

PO/ Invoice details of the laptop (as applicable)	
Original Value of Laptop (Rs.)	
Date of Installation	
Laptop Make & Model Details	
Serial No of Laptop	
The residual value of the laptop to be deposited by the Officer with the Railways shall be (Rs.)	
Allocation No.	
Cash Receipt No.	
Cash Office	

Officer mentioned above is eligible for Procurement of New Laptop by himself/department

Head of the department/SAG Grade
with Stamp & Seal