



Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes
Directorate of Infrastructure

Room No. 202 "A" Wing, 2nd Floor, HUDCO Vishala, 14, Bhikaji Cama Place, New Delhi

F.No.DIT(Infra)/Unit-II/PM-21/2012-13/(Pt. File) / 180	Dated: 23.04.2015
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To

The Pr. Chief Commissioners of Income Tax(CCA),
Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Delhi,
Guwahati, Hyderabad, Jaipur, Kanpur, Kochi, Kolkata, Lucknow, Mumbai, Nagpur,
Patna, Pune

Sir,

**Sub: Information Technology Procurement, Obsolescence
and Disposal Policy- laptop -reg.**

Kindly refer to the above cited subject.

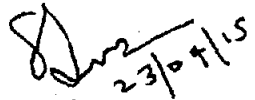
2. I have been directed to inform you that the Information Technology Procurement, Obsolescence and Disposal Policy- laptop have been approved by the Hon'ble Finance Minister on 10.02.2015. The approved policy is being annexed with this letter for information, necessary action and circulation amongst officers of your region.

Yours faithfully,

(Sudhanshu Dhar Mishra)
Deputy Director of Income Tax,
(Infra), Unit-II, New Delhi

Encl: as above

✓ Copy to: The Addl. Commissioner of Income Tax(Data Base Cell), New Delhi with the request to upload the policy and the letter on the irsofficersonline.gov.in portal.


23/04/15
Deputy Director of Income Tax,
(Infra), Unit-II, New Delhi



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Dated: 10/2/15

Information Technology Procurement, Obsolescence and Disposal Policy: Laptops

1. Eligibility

The laptops are being provided by the Income Tax Department to its officers for enhancing their efficiency and promoting a system-driven business environment in the Department. The following categories of officers are eligible for receiving laptops under the present policy:

- a) All Officers of the level of ITO and above, as approved by the Competent Authority.
- b) Eligible Officers on deputation training, foreign services and any kind of sanctioned leave would also be entitled to receive laptops.

2. General

- a) An officer will be entitled to only one laptop irrespective of the number of charges he/she holds.
- b) The Laptop is not linked to any particular post and once issued shall continue to be in possession of the officer irrespective of transfer, deputation, foreign service, leave etc.
- c) Income Tax Department will neither be responsible nor liable for any contractual, legal and statutory issues arising out of the any laptop related act of an Officer on his own personal accord.
- d) The laptops are expected to be used by the officers in discharging their official duties.
- e) This policy would be applicable to existing laptops as well as all new procurements after issue of this policy.
- f) This policy shall be applicable to all employees of Income Tax Department.
- g) This policy does not authorize any kind of condemnation or write-off of the laptops except as under Para 14 below.
- h) Unless specified/approved otherwise, this policy or a part thereof shall not be applicable on Laptops procured under any other policy provision/estimate. For such equipments, extant practice of maintenance, disposal etc. of office equipments shall be applicable.

3. Financial Estimate

It is envisaged to have a comprehensive and yet competitive quote and quality services for the laptops. Cost of each laptop would include two elements:

(61)

(16)

- A. Laptop along with standard software, battery, charger and carry case:
B. Additional items:
(i). Comprehensive warranty for the entire 'useful life' including replacement of battery and charger,
(ii). Maintenance and support services (AMC) for the entire 'useful life',
(iii). Auxillary devices (if any),
(iv). All add-on application software (MS-Office, Antivirus etc.)
(v). Support and updates for application software for the entire 'useful life'

Financial Limit: A combined financial limit of Rs. 1,00,000/- is stipulated for combined cost of both Items A and B above, or on actual whichever is less.

'Useful Life' means the useful life of the laptop as per this policy. Tender document should require the bidders to quote the pricing of different components separately so as to reflect the costing of different items.

4. Hardware Technical Specifications

The laptop should be of latest state of the art technology.

- (a) The technical specifications would be finalized by a Committee constituted by the Director General of Income Tax (Systems) at the time of procurement.
(b) Considering the functional requirement, the laptop should be compatible with System for Online Learning of Taxation, portable, fitted with Camera, speaker and microphone.
(c) The hard disk drive should support encryption in the interest of security of data.
(d) Laptop included all its accessories. Accessories may be purchased along with the Laptop or any time later during its useful life.
(e) Internet connectivity card is not being provided under the scheme.

5. Add-on Application software

The laptop should be of latest state of the art technology.

- (a) The requirement of Software may be finalized by a Committee constituted by the Director General of Income Tax (Systems).
(b) The laptop should be loaded with original software like MS-Office, Antivirus etc.

6. Useful Life

Four Years from the date of issue after which the laptop should be replaced in the fifth year.

7. Ownership

- a) The laptop to be provided to the eligible officer shall be treated as official equipment in possession of the officer.
b) The laptop shall be owned by the Income Tax Department till such time the laptop is disposed off, as provided in Clause 14 of this policy.

Officers are not permitted to take ownership of the Laptop by way of deposit of the residual value of old laptop or seek new laptop before the expiry of the 'Useful Life' of the laptop as defined in Para 6

(62) (17)

above. This clause shall however not apply to officers leaving the organization on superannuation, who shall be allowed the option of retaining the Laptop on deposit of the residual value.

8. Repair and Maintenance

a) Income Tax Department (or the respective vendor as per the procurement terms) shall bear the expenditure incurred over repairs of damages in normal course, replacement of faulty components and maintenance activity carried out through the entire useful life or till the time laptop is not replaced by Department, whichever is later.

9. Loss

a) Safety and upkeep of the Laptops, implying careful handling, protection from damage & theft etc., shall be the responsibility of the officer concerned.

b) In case of loss, the Officer concerned shall be responsible for compensating the Income Tax Department for the residual value. Cost of Insurance to be done, if any, shall be borne by the officer concerned personally.

10. Data Security

a) All security guidelines issued by the Government including DOE guidelines from time to time should be followed.

b) The memory of laptops must be kept encrypted & lock enabled to prevent the leakage of data in the event of loss of laptop.

c) The officer should regularly maintain a backup of the laptop data separately. In case the backup is being maintained in a portable hard drive the same should also be kept in encrypted form and lock enabled. Necessary support shall be covered through AMC of the laptop.

11. Record Management

a) The office providing the laptop shall ensure entry of laptops issued and surrendered in the Service Record of the officer.

b) The stock register of the CCIT(CCA) should have details of name, designation of the officer, laptop model details, laptop serial number, date of issue etc.

c) Office of each CCIT is also required to safely keep and maintain the due acknowledgements of receipts of laptops by the officers along with details like name of officers, designation of the officer, laptop model details, laptop serial number, date of issue etc.

12. Retirement/Leaving the Organisation

a) At the time of superannuation the Officer may either (i) return the laptop completely with all accessories and software to the office or (ii) retain the same with him. In case the second option is exercised the officer shall be responsible for compensating the Income Tax Department for the residual value and all utility software purchased as separate item are required to be cleaned off the laptop.

63 12

b) The above needs to be complied with before retirement dues are finally released and 'No Dues certificate' is given by the Competent Authority.

c) The officer who is given the device shall be personally responsible for its safety and security, which shall continue to remain Government property. In case of its loss, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost.

13 Depreciated Value/Residual Value

a) Value arrived at after considering depreciation @25% per annum on straight line method.

b) The depreciated value is of the price of the laptop hardware and accessories including

Licensed operating system only, as defined in Clause 3A above. This does not include any utility software which is bought along with the machine as separate item. The ownership of such software remains with the Income Tax Department.

14. Modes of Disposal of laptops after completion of useful life: Laptops completing their 'useful life' may be disposed off as under, in the following order:

a) Officer may retain the laptop as per schema provided in clause 7 above. In such case he shall be responsible for compensating the Income Tax Department for the value arrived at after considering depreciation @ 25% on straight line method to determine the residual value. All add on application software purchased as separate item are required to be cleaned off the laptop.

b) Laptops in good working condition may be donated to schools. In File No. Pub- 1(65)/PRPP& OL/2009-10 on the subject of an effective communication strategy for school children, Finance Minister has approved the proposal to donate old computers to school for children.

c) Laptops may be offered under buy back to the vendor from whom the new laptops are being purchased may be considered at the time of purchase of new laptops by invoking the provision of Rule 162 of General Financial Rules, 2005.

d) Remaining unserviceable laptops may be disposed off as e- waste through certified agencies, as per the e-waste policy enunciated by the Department of Electronics and Information Technology (DEIT), GOI.