

F.No.1(15)/E.II(A)/2009  
Government of India  
Ministry of Finance  
Department of Expenditure  
E.II(A) Branch

.....

North Block, New Delhi,  
the 26<sup>th</sup> May, 2009

**OFFICE MEMORANDUM**

**Sub: Purchase of Note Book/Lap-Top computers by Ministries/Departments.**

In supersession of OM No. 1(29)/E.II(A)/2000 dated 19<sup>th</sup> April 2004 regarding purchase of Note book/Lap-Top Computers by Ministries/Departments and delegation of powers thereof, it has been decided that while these powers shall continue to be exercised only by the Secretary of the Ministry/Department concerned in consultation with the Financial Adviser, Lap-Top computers can now be issued to officers of the rank of Deputy Secretary/equivalent and above for discharge of official work.

2. This would, however, be subject to the following conditions:
  - (a) Adequate functional justification for the purchase of Lap-Top, and the Lap-Top not being issued routinely, should be ensured.
  - (b) The cost of Lap-Top, including standard software, should not exceed Rs. 70,000/-.
  - (c) Purchase procedures prescribed under GFRs may be followed.
  - (d) The officer who is given the Lap-Top, will be personally responsible for the safety and security of the Lap-Top which will remain Government property and will need to be surrendered at the time of handing over of the charge. In case of loss, the loss will be recovered from the officer based on the book value of the Lap-Top. The officer concerned will be at liberty to have the Lap-Top insured at his personal cost.
3. This issues with the approval of Secretary (Expenditure).

  
(S. Krishnamoorthi)

Under Secretary to the Government of India

To

1. All Ministries/Departments of Government of India.
2. All Financial Advisers.

## FORMAT FOR SUBMITTING RE-APPROPRIATION PRPOSALS

MINISTRY/DEPARTMENT.....

GRANT NO.-.....

FINANCIAL YEAR:.....

(₹ in Lakhs)

<b>FROM</b>							<b>TO</b>						
A. Plan/ Non Plan B. Voted/ Charged C. Rev./ Cap.	Six level accounting classification	BE	Actual Exp. (including commitments)	RE/Anticip ated Expenditur e	Amount to be re- appropriat ed	Reason for saving	A. Plan/ Non Plan B. Voted/ Charged C. Rev./ Cap.l	Six level accounting classification	BE/Supplementary Grant	Actual exp. incurred	RE	Amount to be re- appropria ted	Reason for excess expenditure
	Six level accounting classification							Six level accounting classification					
	Major Head (4 digit)						Major Head (4 digit)						
	Sub-Major Head (2 digit)						Sub-Major Head (2 digit)						
	Minor Head (3 digit)						Minor Head (3 digit)						
	Sub Head (2 digit)						Sub Head (2 digit)						
	Detailed Head (2 digit)						Detailed Head (2 digit)						
	Object Head						Object Head						
	<b>TOTAL</b>						<b>TOTAL</b>						

- All re-appropriation proposals should have the approval of FA and Secretary of the Administrative Ministry.

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