

**No. D. 14016/1/2015-GAD  
GOVERNMENT OF MIZORAM  
GENERAL ADMINISTRATION DEPARTMENT**

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**OFFICE MEMORANDUM**

Dated Aizawl, the 28<sup>th</sup> June, 2019

**Subject: Guidelines for purchase of laptops/notebooks and similar devices for eligible officers.**

The Government of Mizoram has taken note of the important role played by Information Technology, and the importance of IT equipment for improving efficiency in functioning of the Government, and provision of various services. As a part of this initiative, as per the approval of the Council of Ministers on 10.6.2019 conveyed vide No.J.11011/1/2019-POL/Vol-II on 13.6.2019, the Government of Mizoram hereby makes the following guidelines for provision of Laptops/Notepads/Tablets, etc. to the officers for efficiency in the discharge of their duties.

1. **IT Equipment:** IT Equipment shall mean any one of the mobile IT equipment such as Laptop, Notebook, Tablet, or similar device which can be used by the officers for discharging duties in and out of office, and while on tours to different places.
  
2. **Entitlement of IT Equipment:** The entitlement of Laptop/Tablet/ Notebook or other similar devices including Standard software (Any software, Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties should be as follows:
  - 1) **Category I:** Chief Secretary/Additional Chief Secretary/ Principal Secretaries/ Commissioners/Secretaries: The price of Laptop/Tablet/ Notebook or other similar devices which does not exceed Rs. 80,000/-.
  - 2) **Category II:** Additional Secretaries/ Jt. Secretaries/Heads of Departments: The price of Laptop/Tablet/Notebook or other similar devices which does not exceed Rs. 60,000/-.
  - 3) **Category III:** Deputy Secretaries/Joint Directors, Under Secretaries and SDO(C)s: The price of Laptop/Tablet/ Notebook or other similar devices which does not exceed Rs. 40,000/-.
  
3. **Computer Knowledge is compulsory for provision of IT Equipment:** It has been decided that Laptop/Tablet/Notebook, etc. may be issued to officers of the rank of Under Secretary and above for discharge of official work duly taking into consideration the **functional requirements and knowledge of IT**. These

powers shall continue to be exercised by the Secretary of each Department or any other authority who are specifically delegated these powers by the Government from time to time, duly taking into consideration the functional requirements and budgetary provisions.

4. **Only one IT equipment for an Officer:** Out of the similar equipment of Laptop, Notebook, Notepad, Tablet, etc. only one equipment shall be issued to the officer, on the preference to be made by him/her.
5. **Procedure for Purchase:** Purchase of the equipment shall be made by following the prescribed procedure in line with the provisions of GFR and on the recommendations of DPAB/LPC.
6. **Safety, Security & Maintenance of Device:** The officer, who is provided the device, shall be personally responsible for its safety and security as well as security of data/information, though the device shall continue to remain Government property. The officer concerned will be at liberty to get the device insured at his personal cost.
7. **Retention/Replacement of device:**
  - 1) No new device may be sanctioned to an officer, who has already been allotted a device, in a Department, up to a period of five years from the date of provision of the equipment irrespective of whether his entitlement changes or not. Any further issue of equipment in case of loss/damage beyond repairs within the prescribed period should be considered only after the cost is recovered from the officer based on the book value after deducting the depreciation.
  - 2) For the purpose of calculation of the book value, a depreciation of 25% per year, on straight line method, be adopted.
  - 3) After completion of five years of usage, the officer shall retain the issued device by paying 10% of purchase cost of the device.
8. **Conditions at the time of transfer, Superannuation etc.:**
  - 1) In case where, at the time of purchase of device if the residual service of the officer is less than 5 years or in case the officer is transferred/deputed to State Govt. but with residual service of less than 5 years or the officer leaves the Government Service within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the cost after deducting the annual depreciation.
  - 2) Upon transfer/deputation of the officer to other Offices/Departments Attached/Subordinate offices of the Government of Mizoram, the officer will retain the existing device. No new device shall be issued to him/her

before expiry of 5 years from the date of issue of such device, and this fact should be specifically mentioned in the Last Pay Certificate (LPC).

- 3) Upon transfer/deputation of the officer to Offices other than under the Government of Mizoram, with service of less than 5 years or the officer leaves the Government Service within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the depreciated price or 10% of the purchase cost of the device whichever is higher or surrender the device to the Government.

**Sd/-BIAKTLUANGA**

Commissioner & Secretary to the Govt. of Mizoram  
General Administration Department

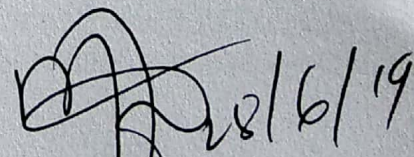
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**Aizawl, the 28<sup>th</sup> June, 2019**

Copy to:

- 1) Secretary to Governor, Mizoram
- 2) P.S. to Chief Minister, Mizoram.
- 3) P.S. to all Ministers/Speaker/Deputy Speaker/Vice Chairman, State Planning Board.
- 4) Sr. P.P.S to Chief Secretary, Government of Mizoram.
- 5) All Principal Secretaries/Commissioners & Secretaries/Secretaries, Government of Mizoram.
- 6) All Administrative Departments, Government of Mizoram.
- 7) Secretary, MPSC/MSIC/SEC.
- 8) All Heads of Departments, Government of Mizoram.
- 9) All Deputy Commissioners, Government of Mizoram.
- 10) Chief Controller of Accounts, Accounts & Treasuries, Mizoram.
- 11) Guard File.

 28/6/19

**(MARGARET LALRINAWMI FANAI)**

*lan* Under Secretary to the Govt. of Mizoram  
General Administration Department