



**कर्मचारी भविष्य निधि संगठन**  
**Employees Provident Fund Organisation**  
**(श्रम एवं रोजगार मंत्रालय, भारत सरकार)**

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

**मुख्य कार्यालय/Head Office**

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



No.(E-55917) HRD/98/2022/LaptopEntitlement /1161

Date: 18 DEC 2024

To,

All ACC(HQ)/ ACC (In-charge of Zones)  
All RPFIC-I/II (In-charge of Regional Offices)

**Subject: Revised Instructions for the purchase of laptops/notebooks and similar devices for eligible officers in Regional Offices, District Offices and Special State Offices –revised guidelines.**

**Ref: - Office Memorandum F.No. 03(20)/2022-E.II(A) from Department of Expenditure, Ministry of Finance dated 21.07.2023.**

Sir,

Please find enclosed the O.M. of DoE on the subject matter as referred above.

2. DoE in its Office Memorandum bearing No. **F.No. 03(20)/2022-E.II(A)** dated 21.07.2023 has issued revised guidelines regarding purchase of Note Book/Laptop by Ministries/ Departments & delegation of powers thereof, wherein it has been decided that laptop, tablet, phablet, notepad, ultra-book, notebook, net-book, mobile or devices of similar categories (referred to as 'Device' in this OM) may be issued to eligible officers for discharge of official work.
3. In line with the guidelines issued by DoE referred above, it has been decided to revise the existing guidelines of EPFO circulated vide No. IS-1(3)2003/Norms/173 dated 09/05/2018 for eligible officers of EPFO posted at Regional Offices, District Offices and Special State Offices, and hence may be allotted the mentioned devices at present.
4. The instructions regarding eligibility, cost of device, standard software, purchase procedure, retention of device etc shall be same as in the said O.M. dated 21.07.2023 of DoE.
5. The 50% of sanctioned strength of the officers equivalent to the rank of Under Secretary and Section Officers, as mentioned in the DoE O.M., for entitlement of the device shall be determined in accordance with the sanctioned strength of the respective cadres. The officers to be allotted the devices should be selected in order of their seniority in the respective cadre to which they belong.
6. Also, to ensure the highest standards of data security for the laptops being acquired, the following security measures may be ensured:
  - i. **Licensed Antivirus/Anti-Malware Software:** All laptops should be equipped with licensed antivirus and anti-malware software to protect against malicious attacks and ensure the integrity of the system.

- ii. **Encryption Software:** Data encryption software should be installed to safeguard sensitive information. This will ensure that data remains secure and inaccessible to unauthorized users even if the laptop is lost or stolen.
- iii. **Genuine Operating System:** Each laptop should be installed with a genuine, licensed operating system to ensure optimal performance, security, and regular updates from the software provider.
- iv. **Genuine Office Software:** Genuine office productivity software should be used to avoid security vulnerabilities associated with counterfeit software and to provide reliable and efficient tools for work.
- v. **Regular Patching and Updates:** Systems should be regularly updated with the latest patches and updates to protect against known vulnerabilities and to improve security features.
- vi. **Enable User Authentication (Biometric):** Biometric authentication should be enabled to enhance user verification processes, providing an additional layer of security beyond traditional passwords.
- vii. **Enable Remote Lockout:** Remote lockout capabilities should be configured to allow for immediate disabling of the laptop in case of loss or theft, protecting sensitive data from unauthorized access.

7. The OIC of the concerned office may ensure that the devices being procured are equipped with the security features as mentioned above.

(This issues with the approval of CPFC)

Encl.: As above

  
(Saurabh Tripathi)  
Regional P.F. Commissioner-I (HRD- I)

F.No. 03(20)/2022-E.II(A)  
 Government of India  
 Ministry of Finance  
 Department of Expenditure  
 E.II(A) Branch  
 \*\*\*\*

New Delhi, the21July, 2023

### OFFICE MEMORANDUM

**Subject:** Instructions for the purchase of laptops/notebooks and similar devices for eligible officers–revised guidelines.

In supersession to this Ministry's Office Memorandum bearing No. 08(34)/2017-E.II(A) dated 20.02.2018 and OM No. 3(6)/2020-E.II(A) dated 27.03.2020, regarding purchase of Note Book/Laptop by Ministries/ Departments & delegation of powers thereof, it has been decided that laptop; tablet; phablet; notepad; ultra-book; notebook; net-book; mobile or devices of similar categories (referred to as 'Device' in this OM) may be issued to eligible officers for discharge of official work. These powers shall be exercised in consultation with the Financial Adviser by the Secretary of Ministry/Department, duly taking into consideration the functional requirements and budgetary provisions. However, the Secretary, for justifiable reasons, may delegate these powers to any other authority (not below the level of Joint Secretary). **This would, however, be subject to the following conditions:**

#### 2. Eligibility:

<b>Section Officer and Equivalent</b>	<b>Under Secretary and Equivalent</b>	<b>Deputy Secretary or equivalent and above</b>
Upto 50% of sanctioned strength of the Department	Upto 50% of sanctioned strength of the Department	100 % of sanctioned strength of the Department

3. **Cost of Device:** The cost of device shall be Rs. 1,00,000/- + taxes. However, for devices with Make-in-India (MII) component of more than 40%, the price ceiling shall be Rs. 1,30,000/- + taxes. The above price ceiling is inclusive of cost of standard software\*.

\***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.

4. **Purchase Procedures:** As prescribed under GFRs read with procurement guidelines issued by this department.
5. **Safety, Security & Maintenance of Device:** The device shall be property of Government upto 4 years from date of purchase. The expenditure to be incurred for the maintenance and upkeep of the device post warranty period is to be borne by the department concerned. However, the officer, who is given the device, shall be personally responsible

for safety and security of data/information. The officer concerned will be at liberty to get the device insured at his/her personal cost.

6. **Book value of the device:** For the purpose of calculation of the book value, a depreciation of 25% per year (pro-rata basis), on straight line method, be adopted. Illustration to determine the book value of the device is given at **Annexure-A**.
7. **Retention of device:**
  - (a) Post completion of four years of usage, the officer shall retain the issued device. Concerned Ministry/Department shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention.
  - (b) No new device may be sanctioned to an officer who has already been allotted a device, in a Ministry /Department, up to four years except in case of repair which is declared as 'beyond economical repairs'. In such case, the device shall be retained by the employee without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A BER certificate to this effect shall be obtained from the OEM or its authorized service center or agency/company providing AMC services to the department.
8. **Beyond Economical Repair (BER):** When repair cost is considered too high (exceeding 50% of book value of equipment taking depreciation into account). Such cases should be dealt on case-to-case basis and should have concurrence of Financial Advisor of the Department.
9. **Conditions at the time of transfer, Superannuation etc.:**
  - (a) In case where, at the time of purchase of device if the residual service of the officer is less than 4 years [or in case the officer is transferred/deputed to State Govt. and with residual service of less than 4 years] or the officer leaves the Government Service within 4 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount equal to book value of the device on such date of relief from Government of India.
  - (b) Upon transfer/deputation of the officer to other Ministry/Department/Attached/Sub-ordinate offices of the Government of India or to the State Government in case of Officers of the All-India Services, the officer shall carry the device to his/her new place of posting, this fact should be specifically mentioned in the Last Pay Certificate (LPC) along with copy of the bill.
10. **Instructions for Ministries/Departments:**
  - (a) For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of O.M. dt. 27.09.2016, O.M. dt. 20.02.2018 & O.M. dated


27.03.2020, the terms & conditions for retention of the device shall now be governed as per Para 7 of this OM and in case of transfer/deputation/superannuation of the officer provisions of Para 9 above shall be applicable.

(b) The applicability of the provisions of this order to the officers of Armed Forces/Para-Military Forces, officers of MoD & other similar establishments dealing with sensitive data would be subject to restrictions imposed by the concerned departments/organizations duly taking into consideration the security of information. In all such cases the security of the information shall be the responsibility of the concerned department.

11. This OM is applicable to all officers of Ministries /Departments of Government of India (including attached and subordinate offices). However, the following categories are outside the purview of these instructions:

- (a) Minister and their personal staff (outsiders whose appointment is co-terminus to the term of Minister).
- (b) Public Sector Undertaking & Government Companies
- (c) State Governments
- (d) Autonomous Bodies
- (e) Consultants engaged by Ministries/Departments

12. This is issued with the approval of Finance Secretary & Secretary (Expenditure).

  
(Avinash K. Nilankar)  
Deputy Secretary (E.IIA)

To

- 1) All Ministries/Departments of Government of India
- 2) All Financial Advisers



To check the authenticity of this order, please scan

## ANNEXURE-A

**Example**

An eligible officer is issued a device (including standard software) costing Rs. 1,00,000/- plus applicable taxes and levies. Calculation of Depreciation, book value of the device (including software) is as below:

**Formula:**

**Percentage of depreciation =  $(100/48) \times$  No. of months elapsed or completed from the date of purchase of the device.**

**Illustration:**

<b>Date of purchase of device</b>	<b>Date of retirement/leaving the service</b>	<b>Completed months</b>	<b>Depreciation</b>	<b>Book value of the device/amount to be recovered from the employee</b>
20.04.2023	30.04.2024	12 months	25%	75% of the original amount*
20.04.2023	20.10.2024	18 months	$(100/48) \times 18 = 37.5\%$	62.5% of the original amount
20.04.2023	30.04.2025	24 months	50%	50% of the original amount
20.04.2023	19.03.2026	34 months	$(100/48) \times 34 = 70.83\%$	29.17% of the original amount

\*Original amount in this case is 1,00,000/- plus applicable taxes and levies.