

**भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS**

(प्रशासन विभाग / Administration Department)


**परिपत्र / CIRCULAR**

Subject: **Amendment in Policy for providing laptops to BIS Officers - reg.**

In continuation to the Circular ref. No. BISHQ/ADMN/Circular (08)/2018 dated 24 April 2018; it is circulated for information of all officials of the Bureau that the existing Laptop Policy have been amended as follows:

<b>Existing Laptop Policy</b>	<b>Amended Laptop Policy</b>
<p>Clause 2.3 (vi) ELIGIBILITY (POLICY FOR LAPTOPS TO THE OFFICERS OF THE BUREAU):</p> <p>“upon resignation, superannuation or quitting the service due to any other reason, before the completion of five years from the date of issue of the device, the officer has to make the payment as per the book value of the device on the date of resignation, superannuation or quitting the service due to any other reason after the depreciation on straight line method at the rate of 25 % per year.”</p>	<p>Clause 2.3 (vi) ELIGIBILITY (POLICY FOR LAPTOPS TO THE OFFICERS OF THE BUREAU):</p> <p>“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 Services within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount after deducting the depreciation or if the officer is not interested to retain the device/laptop, he may return the device/laptop to the Bureau.”</p>
<p>Clause 6 of TERMS AND CONDITIONS FOR ISSUE OF LAPTOP (RECEIPT):</p> <p>“upon resignation, superannuation or quitting the service due to any other reason, before the completion of five years from the date of issue of the device, the officer has to make the payment as per the book value of the device on the date of resignation, superannuation or quitting the service due to any other reason after the depreciation on straight line method at the rate of 25 % per year.”</p>	<p>Clause 6 of TERMS AND CONDITIONS FOR ISSUE OF LAPTOP (RECEIPT):</p> <p>“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 Services within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount after deducting the depreciation or if the officer is not interested to retain the device/laptop, he may return the device/laptop to the Bureau.”</p>

2. This issues with the approval of the Competent Authority.

  
(N. Vittoba)  
Director (Administration)

Our Ref: ADMN/PUR/4:1:12 (Policy)

Circulated to: All Departments of BIS at HQs/ROs/BOs/Labs/CL/NITS through BIS Intranet.