

भारतीय मानक ब्यूरो
Bureau of Indian Standards
(प्रशासन विभाग)
(Administration Department)

परिपत्र
Circular

Ref: HQ-ADMN/7/2021-22

Date: 24.02.2022

Subject: **POLICY FOR PROVIDING LAPTOPS TO THE OFFICERS OF THE BUREAU.**

This policy supersedes the earlier policy for providing computers/laptop to BIS officers and staff that was circulated by Administration Department on 24 April 2018 vide reference no: Pur/4:1:12 (Policy) as amended vide Circular BIS HQ/ADMN/Circular (07)/2021 dated 04.02.2021.

1. SPECIFICATIONS OF LAPTOPS:

- 1.1 For the purpose of this policy; Laptop, Notebook, Tablet, Notebook Computer, Notepad, Ultra- Notebook are considered in the same class. They are referred to as 'laptop' in this policy.
- 1.2 The codal life of the laptop provided under this policy will be considered as Four (4) years.
- 1.3 The Laptop to be provided to the eligible officer shall be treated as official equipment of the Bureau in possession of the officer. A serving officer is entitled to purchase a Laptop irrespective of his/her remaining service. Safety, Security (including official data) and upkeep of the Laptop shall be the responsibility of the officer concerned.
- 1.4 The Laptop shall be completely owned by the Bureau till such time the officer deposits its residual value or codal life is over and the officer takes ownership of the same as laid down in this policy.

2. ELIGIBILITY & CEILING:

2.1 Eligibility

- 2.1.1 All regular Group- A officers of the Bureau are eligible to get reimbursement of laptops purchased by them in their name for discharge of official work during meetings, presentations, seminars, tours, holidays, closed day etc.
- 2.1.2 Officers of other department/organizations working on deputation to Group-A service of the Bureau.

- 2.1.3 Officers to whom laptop was issued under earlier policy shall be eligible to claim reimbursement under this policy after expiry of four years of date of issue of laptop.
- 2.1.4 The officers under suspension shall not be eligible for re-imburement under this policy during their period of suspension. However, if laptop has been purchased prior to suspension, the officer shall be allowed re-imburement for such laptop.
- 2.1.5 The Officers/Officials other than Group-A shall also eligible for re-imburement under this policy subject to prior approval of DG:BIS. The concerned department/RO/BO/Labs/NITS shall directly obtain prior approval from DG:BIS in consultation with Finance Department. The concerned department/RO/BO/Labs/NITS shall justify that the Laptop is necessarily required for smooth functioning of official work.

2.2 For Procuring Laptop:

- 2.2.1 Procurement of Laptop shall be done by the officer concerned directly from the GST registered seller by paying the amount himself/ herself, and then claim for reimbursement thereof.
- 2.2.2 'Laptop' includes its related Accessories and Standard Software etc. [Standard software-Any Software (Opening system, Antivirus software or MS- office etc), warranty/extended warranty, insurance, accidental damage protection, related accessories, CAMC/AMC contract cost, repair and maintenance etc.] that are essential for the running of devices towards discharge of official functions/ duties. The related Accessories and Standard Software etc. may be purchased along with the Laptop or anytime later within a period of 1 month. However, reimbursement of laptop, related accessories and standard software etc. is to be claimed in one go only. Piecemeal reimbursement shall not be admissible.
- 2.2.3 'Laptop is official equipment in addition to the Desktop PC in Office or any other computing devices provided except under this policy.
- 2.2.4 Only one such reimbursement will be allowed once in 4 years. The next re-imburement for serving officials will be allowed only after completion of 4 years from the last purchased date as per invoice issued by seller. The next re-imburement for the Officers/Officials other than Group-A officers shall be allowed only after fresh prior approval of DG:BIS in consultation with Finance Department.
- 2.2.5 The eligibility and the total cost ceiling for purchase and maintenance of Laptop (including the equipment bare cost, warranty/extended warranty, insurance, accidental damage protection, related accessories, Standard software, CAMC/AMC contract cost, repair and maintenance etc during its codal life) exclusive of applicable taxes shall be Rs. 80,000/-. The said ceiling amount shall stand revised automatically as and when OM/Circular/Instruction etc. issued by the Department of Expenditure in this regard. Such revised ceiling shall be applicable on Laptops purchased after issuance of OM/Circular/Instruction etc.
- 2.2.6 Repair and Maintenance: - No further re-imburement towards repair/maintenance or any other incidental expenditure shall be made by the Bureau during the codal life of the laptop.
- 2.2.7 The eligible officers shall submit form for re-imburement of Laptop to Administration Department. Form for re-imburement is attached with the policy as Annexure-II. The Administration Department shall process re-imburement claim submitted by eligible officers after examining the necessary details/entries.

3. TERMS AND CONDITIONS FOR PURCHASE OF LAPTOP AND ITS REIMBURSEMENT:

3.1 The claim for reimbursement will be entertained subject to: -

I. The payment for purchase of the Laptop is done in Indian Currency (Rupee). Any claim in which payment is made in any currency other than Indian Rupee shall not be entertained.

II. The delivery of the device(s) has been taken in India. Any claim wherein delivery has been taken outside India shall not be entertained.

3.2 The Bureau will neither be responsible nor liable for any contractual, legal and statutory issues arising out of the purchase/repair and maintenance of the Laptop.

3.3 The complete onus of ensuring and certifying authenticity and correctness of the submitted documents at the time of reimbursement claim shall lie with the concerned officer claiming reimbursement and not with the sanctioning authority.

3.4 The Officers/Officials other than Group-A officers shall submit the approval obtained from DG:BIS for re-imbursement under this policy along with re-imbursement form.

3.5 The Officer/Official shall have to claim re-imbursement within three months from date of purchase of Laptop. If there is any delay, the reimbursement can be made by Administration Department after the approval of the competent authority as detailed below: -

Sr. No.	Period within which claim was submitted	Competent Authority to accord approval for re-imbursement
1	Within three months from date of purchase of laptop	Director (Administration)
2	Within six months from date of purchase of laptop	DDGA
3	Beyond six months of date of purchase of laptop (approval to be obtained)	DG:BIS

4. ACCOUNTING

4.1 The Laptop shall continue to be in possession of the officer and cannot be returned to the office under any circumstances. It has to be carried by the officer including probationary officer, with him/ her upon transfer, deputation, retirement, dismissal/termination or leaving the Bureau due to any other reason, after making payment of residual value of the Laptop.

4.2 Records of re-imbursement of Laptop shall be maintained centrally by Administration Department of the Bureau.

4.3 The Administration Department shall ensure the entries of re-imbursement/purchase particulars are made in the records of the concerned officer.

4.4 The Administration Department shall further send the details to the Accounts Department, HQ, for disbursal of the admissible amount under this policy to the concerned officer/official.

5. DISPOSAL

5.1.1 Disposal of the gadgets, if any, shall be as per extant norms prescribed for e-waste disposal.

6. DEPRECIATION OF THE LAPTOP:

6.1 Depreciation shall be calculated at the rate of 25% on Straight Line Method over the codal life of Laptop.

6.2 To determine residual value of the Laptop, the actual purchase price of Laptop (inclusive of related accessories or software) or the ceiling amount (applicable taxes would be added to ceiling amount), whichever is lower, shall be considered.

6.3 The cost of accessories, even if they have been purchased anytime later during the codal life of the Laptop, will be treated as if they have been purchased along with the Laptop and their codal life will also be co-terminus with that of the Laptop.

6.4 The table for calculation of the residual valued of Laptop is enclosed herewith as Annexure-I. Depreciation shall be calculated for every completed month.

7. OTHER PROVISIONS:

7.1 Unless specified otherwise, this policy or a part thereof shall not be applicable on Laptops procured under any other policy provision/estimate. For such equipment, extant practice of maintenance and disposal etc. of the office equipment shall be applicable.

7.2 The entries/records for re-imburement shall be maintained centrally by the Administration Department. Accordingly, officers/officials leaving the bureau due to any reason, shall obtain NOC from Administration Department, HQ, before he/she is relieved. The Establishment/HRD/Finance Departments are also requested to ensure the same.

This issues with the approval of the competent authority.



Sandeep Meena
Director (Administration)

Copy to:

1. PS to DG
2. PS to ADG
3. DDGs
4. DDG ROs
5. Heads of Branches
6. Heads of Departments
7. All Group 'A' Officers
8. To all concerned

Depreciation Schedule

Completed Months	Depreciation	Residual Value
1	2.08%	97.92%
2	4.17%	95.83%
3	6.25%	93.75%
4	8.33%	91.67%
5	10.42%	89.58%
6	12.50%	87.50%
7	14.58%	85.42%
8	16.67%	83.33%
9	18.75%	81.25%
10	20.83%	79.17%
11	22.92%	77.08%
12	25.00%	75.00%
13	27.08%	72.92%
14	29.17%	70.83%
15	31.25%	68.75%
16	33.33%	66.67%
17	35.42%	64.58%
18	37.50%	62.50%
19	39.58%	60.42%
20	41.67%	58.33%
21	43.75%	56.25%
22	45.83%	54.17%
23	47.92%	52.08%
24	50.00%	50.00%
25	52.08%	47.92%
26	54.17%	45.83%
27	56.25%	43.75%
28	58.33%	41.67%
29	60.42%	39.58%
30	62.50%	37.50%
31	64.58%	35.42%
32	66.67%	33.33%
33	68.75%	31.25%
34	70.83%	29.17%
35	72.92%	27.08%
36	75.00%	25.00%
37	77.08%	22.92%
38	79.17%	20.83%
39	81.25%	18.75%
40	83.33%	16.67%
41	85.42%	14.58%
42	87.50%	12.50%
43	89.58%	10.42%
44	91.67%	8.33%
45	93.75%	6.25%
46	95.83%	4.17%
47	97.92%	2.08%
48	100.00%	0.00%

Reimbursement Claim Form for Procurement of Laptop by Concerned Officer

1. I have read the Policy for Providing Laptops to the Officers of The Bureau dated .2022 and I agree with the same.

2. I have / have not* been issued a laptop on _____.

3. If I have been issued a laptop earlier, I confirm that it has completed its codal life of 4 years on _____.

4. If my retirement is due or if I leave the Bureau due to any reason in the next 4 years or my services are terminated by the Bureau, I give my consent for deducting the residual value of the laptop from my salary or any other payment due to me or if now payment is due to me, I shall deposit the residual value with the Bureau.

5. I have procured a laptop as per the following details (Invoice-cum-Delivery Challan and Money Receipt enclosed in original):

- i. Make/OEM:
- ii. Procured From:
- iii. Whether the outlet/agency is an authorized outlet of the OEM: Yes /No*
- iv. Model/Machine S/N:
- v. Date of Procurement:
- vi. Cost of Procurement:
- vii. Amount of Reimbursement claimed:

6. I certify that:

- i. The rates are reasonable;
- ii. The laptop as declared at para 5 hereinabove has actually been procured by me;
- iii. The reimbursed amount is liable to be recovered from me in case of false declaration detected at a later date.
- iv. The laptop procured will be used for discharging the official duty.

Signature
Name:
Designation:
Department:
Bank Account No.
IFSC Code:

HOD
DRA