

**GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)  
(RAILWAY BOARD)**

No. 2010/C&IS/Committee/ Laptops/3/Pt.I

Dated 30.03.2011

**The General Managers  
All Indian Railways  
& Production Units**

**DG/ RSC, Vadodara  
Directors, Centralised Training Institutes**

**Sub: Provision of Laptops to officers in lieu of Desktops  
Ref: This office letter no 2006/C&IS/OTH/Laptop/14 dated 20-09-2006**

Officers in JAG and above over Indian Railways were permitted to have laptops in lieu of desktops as per above referred letter.

In this regard, various Railways sought clarifications about the codal life and modalities of disposal thereafter of these laptops. Requests were also received regarding provision of laptops/ notebooks to officers below JA Grade as well.

The matter has been examined by a Committee and the following policy guidelines are hereby issued after approval of the Board.

**1. Provision of laptops/ notebooks to officers in lieu of desktops:**

- 1.1. For officers in confirmed JA Grade and above, laptops with a cost ceiling of Rs. 55,000/- each may be provided.
- 1.2. Officers below JA Grade may be provided with notebooks with a cost ceiling of Rs. 25,000/- each.
- 1.3. The above cost ceiling shall be inclusive of all accessories, OS.
- 1.4. The codal life of laptops/ notebooks may be taken as Four (4) years.
- 1.5. The above shall also be applicable in cases of procurement on replacement of existing laptops upon completion of their codal life.
- 1.6. Probationers of all Railway services under training may be provided with notebooks as per cost ceiling, by the Centralized Training Institutes (CTIs) during the period of

probation. The same may be taken back once the probationers leave the institute for field training or posting etc. CTIs may procure and maintain a stock of adequate number of notebooks for this purpose. These notebooks shall be treated as normal office equipment not attached to a particular officer. However, probationers on a working post may be provided with individual equipment similar to that of a confirmed JS/SS officer.

## 2. Depreciation of cost of laptops/notebooks

- 2.1. The year wise depreciation of laptop/ notebook over the codal life of 4 years and its residual value beyond codal life shall be as under:

Year wise Depreciation				Residual value after 4th year	Remarks
Year 1	Year 2	Year 3	Year 4		
50%	25%	10%	5%	10%	% of purchase price

- 2.2. The depreciated value is for the price of the machine and associated accessories including licensed OS with the machine only. This depreciation formula does not include any packaged utility software which is bought along with the machine as separate item.
- 2.3. For calculating depreciated value for a part of the year the overall depreciation proposed for the year can be divided by 12 for arriving at a value for a particular month within that current year.
- 2.4. Illustration for calculating the depreciated value where a part year is involved, say, at the end of 15 months from the date of purchase:
- Assuming original cost = Rs. 50,000/-
  - Depreciation after 1<sup>st</sup> year= 50%
  - Depreciation after 15 months= Depreciation for the first year (@50% of purchase price) + depreciation for 3 months of second year (@25% of purchase price) = 50% + (25% \* 3/12 )= 56.25 % of purchase price
  - Depreciated value after 15 months = Original Cost – Depreciation after 15 months =Rs. 50,000 – (56.25/ 100 \* Rs. 50000) = Rs. 21875/-.

### **3. Policy for disposal of old laptops/ notebooks**

The following mechanism may be followed for disposal of laptops/ notebooks issued to officers:

- 3.1. Once a laptop/ notebook is issued to the officer (except in the case of probationer on training), then the laptop will not be returned to the office under any circumstances (on transfer, deputation, retirement, replacement etc). In such cases, the following procedure may be adopted.
  - 3.1.1. Upon issue of laptops/ notebooks to eligible officers, an entry may be made in the service record & LPC of the officer.
  - 3.1.2. The laptop/ notebook shall be carried by the officer with him in cases of transfer, deputation etc.
  - 3.1.3. The original value of the machine with details of Purchase order is to be provided to the officer on transfer to another office.
  - 3.1.4. If the transfer is outside the organization on deputation basis, then the officer has an option
    - (i) to treat laptop as owned by the officer till return to the organization, with due entries made in the service book & LPC of the officer; or
    - (ii) to pay the depreciated value of the laptop so that the entry is removed from the service record.
  - 3.1.5. In case the officer carries it to the deputed organization, then the AMC cost and any battery replacement cost is to be borne by the deputed organization. This arrangement has to be made by the officer with the deputed organization.
  - 3.1.6. If the officer retires or leaves the organization permanently, then the depreciated/ residual value as per Para 2 above, is to be deposited with the Railways to obtain final clearance from the organization and the officer has to take custody of the laptop/notebook.
  - 3.1.7. Whenever the machine exceeds its codal life, then the officer can place a requisition for another machine from the organization after paying the residual value to take custody of laptop which then is written off from the service record and fresh entry is made for the new machine.

4. The above policy shall be applicable to all Gazetted officers of Railway units, Railway Board, and officers of other Govt departments posted on deputation to Railway Board or Railway units.

This issues with the concurrence of the Finance Directorate in the Ministry of Railways.

Please acknowledge receipt.

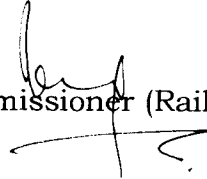
  
(Suyash Narain)  
Director ME(C&IS)

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Copy to:

- (i) Dy. Comptroller & Auditor General of India (Railways)  
Room 224, Rail Bhawan, New Delhi.
- (ii) FA&CAOs, All Indian Railways
- (iii) FX & Budget Directorates, Railway Board
- (iv) Pay & Accounts Office, Railway Board

  
For Financial Commissioner (Railways)

Copy to:

- (i) PSs to MR, MSR (B) & MSR (M).
- (ii) PSO/Sr.PPS/PPS/PS to CRB / Board Members,  
Secretary/Railway Board, DG/RHS, DG/RPF, Additional  
Members, Advisors, EDs, DIP, Editor/ Indian Railways, Editor/  
Bhartiya Rail
- (iii) All Associations (as per standard list).