

**Government of India
Ministry of Railways
Railway Board
New Delhi**

No. 2006/C&IS/OTII/Laptop/1

dt. 20-09-2006

**All GMs
CAO/DMW, COFMOW
Directors/CTI**

Subject: Provision of Laptops to offleers in lieu of Desktops.

The issue of providing Laptop to officers has been under consideration of Board for sometime. After deliberations, and looking to the fact that there is no significant cost difference between the Laptops and the Desktops being procured, following decisions have been taken in this connection:

- 1.** All officers in JAG and above, including those in Railway Board, may be given the option to choose whether they want Laptop or a Desktop (i.e. they may have either a Laptop or a Desktop in the office) subject to the cost ceiling given below. The officers already provided with a desktop and opting for a Laptop shall have to surrender the Desktop.
- 2.** The officers to whom Laptops are provided shall be responsible for their safety and upkeep during its lifetime. Cost of insurance to be done, if any, shall be borne by the officer concerned personally. There would be no question of processing any proposal for write-off etc. on account of any loss/damage, as these shall be recovered from the officer concerned. Therefore, they shall keep it in their custody and take it with them on transfers.
- 3.** It is reiterated that purchase of Laptops other than specified in para 1 above shall continue to require explicit permission of Railway Board even if they are sanctioned/provided for in any estimates. Laptop/Notebooks already provided/available shall not be provided/redistributed to any one below JAG.

4. The Laptops as per the above scheme shall be purchased by the concerned COS for Zonal HQrs and by the Dy.CMM/Sr.DMM/DMM for the officers in the Divisions/Workshops either by making direct purchase or through DGS&D R/C subject to a cost ceiling limit of Rs. 55,000/- (Rupees Fifty Five Thousands Only) per LapTop (including all its accessories). The officers may also be suggested to use "OpenOffice", a free software.

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

6. Please acknowledge receipt.


(Manoj K. Akhouri)
Director (C & IS)
Railway Board

Copy to: Dy. Comptroller & Auditor General of India (Railways)
Room 224, Rail Bhawan, New Delhi with 45 copies.
FA&CAOs, All Indian Railways.
Executive Director Finance, RDSO, Lucknow.


For Financial Commissioner (Railways)

Copy to Sr. PPS/PPS/PS to Board Members, Secretary/Railway Board,
DG/RHS, DG/RPF, ADG/RPF, ADG/DS, Additional Members, Advisors,
EDs, DIP, Editor/Indian Railways, Editor/Bhartiya Rail.