

No: 13-9/2021-22/IT-III  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(IT Division)  
Sanchar Bhawan, 20-Ashoka Road, New Delhi-110001

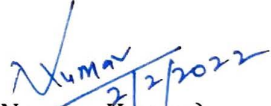
Dated: 02.02.2022

**Subject: Draft Standard Operating Procedure (SoP) to issue Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank in DoT - reg.**

Ministry of Finance, Department of Expenditure OM No. 3(6)/2020-EII(A) dated 27.03.2020 provides for purchase of Laptop/Notebook and similar devices to officers of the rank of Under Secretary/Section Officers and equivalent rank subject to the condition that this shall be restricted to 25% of the sanctioned strength of these posts, on the grounds of functional necessity.

In view of the above, a draft Standard Operating Procedure (SoP) has been prepared to implement the above said OM in the Department of Telecommunications.

In this regard, it is requested to provide the feedback/comments on attached draft SoP, if any, on e-mail [adgit4-dot@gov.in](mailto:adgit4-dot@gov.in) latest by 11/02/2022.

  
(Naveen Kumar)  
ADG (IT-IV)

Copy to: - All Divisions/Wings/Field Units of DoT through DoT website and eoffice notice board.

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2) A Draft Standard Operating Procedure (SoP) as follows have been prepared for implementation of the above said instruction in DoT: -

- a. Sr. DDGs/JSs /DDGs of Functional Divisions/Field units will justify the functional necessity of the particular officer(s) of the rank of Under Secretary/Section Officers and equivalent rank subject to the condition that this shall be restricted to 25% of the sanctioned strength of these posts under their control.
- b. The requirement along with the justification/recommendation may be sent to IT Div, DoT, HQ on case-to-case basis for approval of the Competent Authority and accordingly, procurement will be made as per the prevailing practice.
- c. Sr DDGs/JSs/DDGs of the Functional Divisions/Field units may re-allot /transfer the laptop issued within the same category as per the functional necessity, if the work profile changes due to Transfer/Deputation/Superannuation, etc, the same may be communicated to IT-Div for updating the records.
- d. Indicative scenarios of work profile for Functional Necessity: EMR Testing, Standardisation, Audit, Inspections, Procurement, IT functions, Training, Monitoring, Finance/DDO Functions, etc.
- e. Concerned wing head may process the requisition of the eligible officers on the quarterly basis, along with review of the functional requirement of the already allotted devices (to consider the cases of transfer, retirement, redistribution, surrender based on the change of the functional requirement).
- f. Retention/Replacement of laptop may be allowed on completion of 5 years as per Department of Expenditure OM No. 08(34)/2017-EII(A) dated 20th February 2018.
- g. Performa for recommendation of Laptop attached as **Annexure-A**.

**Annexure-A**

(To be filled by the concerned Unit)

- 1) Name of the officer :
- 2) Designation :
- 3) Equivalent level in US/SO :
- 4) Unit :
- 5) Division :
- 6) (i) Whether officer has already been issued any laptop for functional duties beyond this category, if any?  
(ii) Entry in stock Register/Asset Register:
- 7) Justification :

| Total No. of sanctioned Strength of the rank of Under Secretary/Section Officers and equivalent rank in the Unit | 25% of the sanctioned strength of Under Secretary/Section Officers and equivalent rank in the Unit | Total No. of Laptops issued in the Unit | Justification for functional necessity for the above said officer |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------|
|                                                                                                                  |                                                                                                    |                                         |                                                                   |

Name:  
(Administrative officer of the Unit)  
Designation:  
Signed and Stamped:

- 8) Recommendation of Functional Units (Head):  
Name:  
Designation:-  
Signed and Stamped: