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No: K-11/Laptop/2014/216

10.03.2017

Circular No. IT/01/2017

Sub.:- Providing Laptop/Netbooks/Notebooks to FCI officers

Please find enclosed herewith the Policy for providing laptop etc to Officers of FCI, duly approved by the Board of Director in its meeting dated 22.02.2017, for further necessary action at your end.

Yours faithfully,


(Aseem Chhabra)
General Manager (IT)

Distribution (Through e-mail):

1. PS to CMD for information please.
2. All EDs, FCI, HQ for information and necessary action.
3. All ED [Zones], FCI, Zonal Offices
4. All CGMs/GMs/DGMs, FCI, HQ
5. All GM [Regions], FCI, Regional Offices.
6. All Area Managers, FCI, Area Offices.

2017

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Food Corporation of India

Policy for providing laptop etc. to officers of FCI

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1) INTRODUCTION

Information Technology has assumed increasing significance in the professional world. FCI is also striving hard to tap into the benefits of the IT like increased productivity, boost in workflow and organizational efficiency. Although, desktop PCs allow the corporation to leverage said benefits, but it is also felt that the corporation may be better served if the officers are also provided with the laptops (*mobile computers*).

Although, need-based provisioning as per existing policy is already being done in the corporation, but to have an express focus on this aspect, the policy has been relooked and reframed for the corporation.

Laptops/Notebooks/Netbooks etc. may be referred as Laptop hereinafter.

2) EXISTING POLICY AND REASONS FOR REVIEW

Policy guidelines for provision of laptop to the senior officers of the *Food Corporation of India*, issued vide letter No. B-18(11)/2007-E.III/G.I dated 11.02.2009 (**Annexure-I**) are reproduced as under:

- a) Laptops may be provided to the officers/officials on need basis. Wherever nature of work demands, laptops may be issued, subject to limit of 20% of the Desktop PCs available in the office. Also, in all such cases Desktop PCs may be provided.
- b) Executive Directors in the Zone and GMs in the Region are competent authority for providing approval in all such cases in respect of offices under their control.
- c) Priority may be given to the officers who travels frequently and basically deal with operations and finance.

The said policy guidelines have been reviewed on the request of General Secretary, Food Corporation of India Officers' Association, vide letter dated 15.05.2015 (**Annexure-II**) to review the policy of providing laptops etc. to the officers of FCI on par or better than framed by Central Warehousing Corporation.

3) POLICY

This policy has been framed considering

- a) The relevant policy of *Central Warehousing Corporation* (**Annexure-III**) and
- b) GOI Office Memorandum No. 8(25)/2012-EII (A) dated 19.09.2014 (**Annexure-IV**) for purchase of Notebook/Laptop etc. by the Ministries/Departments.

The following sections elaborate the policy guidelines on various aspects:

3.1. ELIGIBILITY

All Category-I officers (DGM & above) of Food Corporation of India are eligible for the laptop.

50% of the total strength of AGMs may be allowed for the laptop, on need basis. For this purpose, the Competent Authority to decide will be respective GMs for Region, EDs for Zones and C&MD for Head Quarters.

3.1.1 RANK-WISE ELIGIBILITY

S. No.	Eligibility	Cost Ceiling* (all incl. costs) (in Rs.)
1.	CMD, EDs and CVO	As per actual
2.	General Managers & above & equivalent but below CMD, EDs and CVO	70,000
3.	DGM / AGM & equivalent	50,000

*including all accessories and standard software

3.1.2 MISCELLANEOUS

- 1) The laptop to other officers can be approved by the Competent Authority depending upon the duties and responsibilities attached to his/ her job. For this purpose, the Competent Authority will be respective GMs for Region, EDs for Zones and C&MD for Head Quarters.
- 2) Only full time employees will be eligible for laptop under the policy. *The officers having less than one year service left will not be entitled to the laptop.* The newly recruited employees will be eligible for laptop after completion of the prescribed probation period.
- 3) Only one device may be issued to an entitled officer.
- 4) The existing laptops, already issued to FCI staff, shall also come under the purview of this policy. Necessary book-keeping/formalities, as per the instructions laid herewith in this policy, may be done by the concerned offices, on the implementation of this policy.

3.2. LIFE SPAN AND OWNERSHIP

- 1) The useful life of laptop will be considered as Four (4) years.
- 2) The Laptop to be provided to the eligible officer shall be treated as official equipment in possession of the officer.
- 3) The Laptop shall be completely owned by FCI till such time the officer deposits its book value, and takes ownership of the same as laid down in this policy, irrespective of the cost of the laptop and its method of procurement etc.

3.3. PROCUREMENT, REPAIRS & MAINTENANCE

3.3.1 PROCUREMENT:

The purchase procedures prescribed under GFRs/CVC guidelines may be followed strictly in both the cases whether the procurement is done by Corporation or by concerned officer. The eligible officers may purchase the said laptop either personally or request the corporation to purchase the laptop.

3.3.1.1 BY FCI

Procurement can be done by respective office (where the officer is posted). The procurement will be strictly made within the prescribed ceiling amount. The requisition of purchase is required to be sent after verification from Service records.

3.3.1.2 BY CONCERNED OFFICER

- 1) Procurement can be done by the officers concerned directly from the Original Equipment Manufacturer (OEM) or their authorized outlets then claim for reimbursement thereof by submitting the original bills/receipts.
 - a) No advance shall be provided to the officer by FCI for such purchase.
 - b) The officer can procure the Laptop costing any amount, which may be more or less than the prescribed ceiling amount. However, the amount to be reimbursed shall be equal to the cost of purchase or the prescribed ceiling amount, whichever is lower.
 - c) FCI will be neither be responsible nor liable for any contractual, legal and statutory issues arising out of the purchase.
- 2) The complete ownership of Laptop will vest with FCI, irrespective of cost of purchase till the time officer concerned deposits its book value and takes ownership. The laptop will be purchased in the name of FCI.
- 3) The procurement shall be made within the prescribed ceiling amount and in no case the prescribed ceiling shall be exceeded, if the procurement is done by FCI via General or House-keeping Cells or similar division allotted the work of procurement by CA.
- 4) The officer should give an undertaking at the time of claiming reimbursement for procurement if the procurement is done by concerned officer that:
 - The rates are reasonable; and
 - The Laptop has been actually procured by him/her; and
 - The concerned officer shall declare that he/she has gone through the laptop policy of the FCI and shall abide by the terms and conditions contained therein.
 - The reimbursed amount is liable to be recovered from him/her in case of false declaration/claim detected at a later date besides taking disciplinary action against him/her.

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

3.3.2 REPAIRS & MAINTENANCE AND SAFETY

- a) No expenditure is allowable on repairs and maintenance on items covered under warranty.
- b) For repair and maintenance of Laptops purchased by the Officer, **after warranty period**, the officer concerned may undertake the AMC / extended warranty for the said laptop from the OEM or its Authorized Service Provider. A maximum of 2% (per annum) of the laptop's actual purchase price or the corresponding ceiling amount, whichever is less, may be reimbursed to the officers for undertaking AMC / extended warranty for the said laptop from the OEM or its Authorized Service Provider. The process of reimbursement will remain the same as prescribed for reimbursement of procurement of the laptops at 3.3.1 above. The option to undertake the AMC / extended warranty for complete life cycle of the laptop in one go rest with the Officers concerned.
- c) The repair and maintenance of Laptops purchased by Office, will be done under the existing **Annual Maintenance Contract (AMC)** (undertaken by the concerned FCI office), after the warranty period.
- d) Safety and upkeep of the Laptops, careful handling, protection from damage & theft etc. shall be the responsibility of the officer concerned. The FIR is to be lodged in case of a *theft*. Necessary Password provision must be kept in the laptop to avoid misuse of information. In case the device is lost/stolen, cost will be recovered from the officer based on the book value of the device. The officer concerned will be at liberty to get the device insured at his personal cost.
- e) Under no circumstances, condemnation or write-off etc. of the laptop will be permissible.

3.4. DEPRECIATION

1. The officer will have to compulsorily retain the device after the completion of lifespan (i.e. four years) by paying *Book Value*.
2. *Updated book value (after taking into account depreciation for part of the year)* as per FCI accounting procedure (**Annexure-V**) shall be taken into account for the purpose of arriving at residual laptop value/sale value for effecting recovery from the concerned officer for all cases including **Point No.3.7**.
3. Purchase price of the laptop will be the actual purchase price or the corresponding ceiling amount, whichever is lower shall be considered.

3.5. BUY BACK

On expiry of the *lifespan*, i.e. after 4 year from the date of purchase, ***laptop shall compulsorily be bought by the concerned officer***. The book value of laptop will be deposited by the officer or the same will be recovered from the salary of concerned officer in one installment.

General Section/Housekeeping section will give intimation to Finance Division regarding expiry of lifespan after verifying the records for making the said recovery and for necessary accountal to remove laptop from books of accounts/Stores records. After expiry of lifespan, sale and payment/recovery of book value, the laptop will become property of concerned officer.

An officer can avail this facility again after the expiry of 4 years and after payment of all the dues of previous laptop, for procurement of a new laptop. At the time of purchasing the old laptop, taxes and duties applicable, if any, shall be paid by the officer.

3.6. GENERAL

- a) Laptop procured under this scheme shall be meant for official work only and will be the property of the Corporation till expiry of its life span.
- b) Corporation reserves the right to verify the laptop in the office premises as and when deemed fit.
- c) Officer shall be responsible for maintaining confidentiality of official data/records stored in their laptop.
- d) Officer will have to install proper *Anti-virus* software provided by IT Division and keep the same updated during the life span of the laptop and ensure that virus, if any, do not affect the working of other computers of the corporation.
- e) These rules will be applicable on the Laptop including the accessories and its standard software.
- f) The scheme can be amended/withdrawn at the discretion of the management.
- g) All aspects of this policy shall also be applicable on existing Laptops, which were provided as per earlier policy referred to above. However, the old cases where employee has already taken laptop by paying the *written down value* will not be reopened.

3.7. ACCOUNTING & DISPOSAL

- 1) The Laptops shall continue to be in possession of the officer and cannot be returned to FCI under any circumstances. It has to be carried with him/her by the officer upon transfer, deputation, retirement, dismissal, leaving the organization permanently etc.
- 2) The office providing the laptop shall ensure entry of details (Make, Model, SI No, Cost, date of purchase etc.) in the service record & LPC of the officer concerned. In addition, the office shall maintain necessary records, as may be required, to be provided to the officer at the time of transfer/deputation/posting to another office/retirement etc. The intimation of purchase of Laptops along with copy of the bill shall be given to *Finance Division* and *General/House-Keeping* (as applicable) section.
- 3) On completion of useful life of the laptop, officers have to pay its *Book value*, to own the same. The service record entries of old laptop shall then be deleted. Subsequently, the officer will be eligible for a new laptop, as per his/her eligibility at that time; details thereof shall then be entered in the service records of the officer.

- 4) In case of transfer outside the organization, on deputation basis, the officer has to pay the *depreciated/Book value* of the Laptop, as on that date, so that the entry is removed from his/her service record. No new laptop will be allowed to be purchased to the concerned officer.
- 5) Officer leaving the organization on retirement or on resignation or on dismissal has to deposit the book value with FCI to obtain clearance from the organization, and has to own the laptop and then the laptop will be written off from the service records of the concerned officer.
- 6) Disposal of the gadgets may be as per extent norms prescribed for e-waste disposal.
