

## Web Circulation

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### कर्मचारी भविष्य निधि संगठन Employees' Provident Fund Organization

श्रम एवं रोजगार मंत्रालय भारत सरकार

Ministry of Labour & Employment, Govt. Of India

मुख्य कार्यालय/Head Office

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www.epfindia.gov.in

No. IS-1(3)/2003/Norms/ 173

Dated: 09/05/2018

To

All Zonal Additional C.P.F.Cs, Director (PDUNASS),  
All Regional Provident Fund Commissioners (In-charge of Regions/ZTIs),  
RPFC (ASD) Head Office.

Sub: Revised Guidelines for Purchase of laptop/notebook/ultrabook/macbook for eligible officers in EPFO - Regarding

Ref: - (i) Head Office Circular No. IS-1(3)/2003/Norms/18728 dated 07.10.2009  
(ii) Office Memorandum F. No. 08(34)/2017-E.II (A) from Department of Expenditure, Ministry of Finance dated 20.02.2018

Madam/Sir,

Reference is invited to Head Office circular at ref (i) above whereby norms and specifications for purchase of laptops were communicated. Many guidelines in this regard have been issued by the Department of Expenditure, Ministry of Finance over the years, the last being the one at ref (ii) above.

2. The following guidelines are therefore communicated in supersession of the earlier communication at ref (i) above for the purchase of laptop/notebook/ultrabook/macbook for issue to eligible officers. The eligibility of officers and the terms and conditions relating to Delegation of Powers, Obsolescence Policy etc. remain the same as per the extant circulars on the subject, to the extent not revised by this circular:

- I. Cost of the device : - The cost of the device including standard software (such as Operating System, MS-Office (or equivalent), Antivirus etc.) should not exceed Rs. 80,000/- in toto, till further orders.
- II. Purchase Procedures : As prescribed under GFR and CVC Guidelines on the subject are to be followed.
- III. Safety, Security & Maintenance of the Device : The officer, who is given the device, shall be personally responsible for its safety and security as well as security of data / information, though the device shall continue to remain EPFO Property. The officer concerned will be at liberty to get the device insured at his personal cost.

**IV. Retention / Replacement of device :**

- (a) No new device may be sanctioned to an officer who has already been allotted a device, for up to five (5) years. Any further issue of laptop in case of loss/damage beyond repairs within the prescribed period should be considered only after the cost is recovered from the officer based on the book value after deducting the depreciation.
- (b) Five (5) year period in respect of laptops already in possession of any eligible officer, as on the date of issue of this circular, shall be reckoned from the date of its purchase.
- (c) For the purpose of calculation of the book value, a depreciation on 25% per year, on straight line method, be adopted.
- (d) Post completion of five years of usage, the officer shall retain the issued device.

**V. Conditions at the time of transfer, superannuation etc.,**

- (a) In case where, at the time of purchase of device, if the residual service of the officer is less than 5 years or in case the officer is transferred / deputed outside EPFO but with residual service of less than 5 years or the officer leaves the EPFO's Service within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount after deducting the depreciation.
- (b) Upon transfer / deputation of the officer outside EPFO, the officer will have the option of retaining the existing device and in case of such retention, this fact should be specifically mentioned in the Service Book and Last Pay Certificate (LPC).

**VI. Other General Instructions :**

For the officials who are currently holding laptops / notebooks or similar devices, the terms and conditions for retention / disposal of the device shall be governed under the existing instructions. The fact whether the officer has retained the device or returned it at his last Station/Office shall be specifically mentioned in his Last Pay Certificate (LPC).

- (a) **Transfer outside EPFO :** In case, the officer is posted / joining outside EPFO (on Foreign Service/Department etc.), the office must surrender the laptop to the concerned EPFO office and the same shall be recorded in the Service book and his Last pay Certificate (LPC). However, the officer shall have the option to retain the device by paying the cost as per book value.
- (b) **Transfer from outside to EPFO:** Upon repatriation / transfer of an officer on deputation to EPFO from outside to his parent / original /other Organization / Government Department, the officer shall return the device to EPFO before being relieved.

- VII.** In case of superannuation, the officer shall either surrender the device to the concerned office or the officer shall have the option to retain the device by paying the cost as per book value. This fact must be accounted for granting of "No Dues" certificate by the concerned administrative Office. For the purpose of calculation of book value, a depreciation of 25% each year based on straight line method may be adopted.



VIII. Disposal of the device may be as per extant norms prescribed for e-waste disposal by the Government of India.

IX. Since, option has been provided to retain the device as per Department of Expenditure's Office Memorandum, the issue of devices shall be recorded in the service book of the officer, for tracking the devices issued to the officer concerned during his service in EPFO. This fact shall also be incorporated in the HR Software.

3. The configuration of laptop/notebook/ultrabook/macbook keeps on evolving because of the fast paced advancement of technology. However, the suggestive standard configuration is provided in Annexe-"A" for the selection of the device. As per the Department of Expenditure's Office Memorandum cited at ref. (ii), the cost of the device inclusive of every component (hardware & software) shall be limited to ₹ 80,000/- , till further orders.

4. The product must be covered under 5 years on-site warranty support through OEM. The procurement shall be undertaken as per the powers delegated to ACC /RPFC-I/ Officer In-Charge (OIC) by following relevant GFR Provisions, CVC guidelines and extant Government Instructions on procurement, issued from time to time.

Encl. : As above



(Udit Chowdhary)  
Additional Central P.F. Commissioner (IS)

Copy to:

1. P.P.S. to CPFC
2. ACC(HQ)-HR
3. FA & CAO
4. Chief Vigilance Officer
5. All Additional CPFCs, Head Office/NDC
6. Web administrator for uploading on EPFO Website.
7. File No.IS-3(1)2016/Budget

## SPECIFICATION OF LAPTOP / NOTEBOOK / ULTRABOOK / MACBOOK

S.NO	Item Particulars	Specification / Remarks
1	<b>Processor make</b>	Intel Core (i5/i7 or other latest model processor) / Apple Macbook / MacBook Air / Latest AMD Processors
2	<b>Generation</b>	Intel -7 <sup>th</sup> Generation / 8 <sup>th</sup> Generation or higher Others – Latest products having 5 years life support
3	<b>Processor</b>	Latest model Processor with appropriate Clock Speed and Cache Memory
3	<b>Hard Disk Capacity</b>	500 GB / 1 TB SATA or 256 / 500 GB SSD or higher capacity
4	<b>RAM</b>	DDR4 RAM 4 GB / 8 GB or higher (with a Provisions for expansion)
5	<b>Battery Backup</b>	Minimum 4 Hours backup or higher
6	<b>Options</b>	Built in Web Camera, Finger Print Scanner, Wireless LAN, Bluetooth features
7	<b>Ports</b>	USB 3.0 Ports, HDMI Ports & VGA Port
8	<b>LAN</b>	On board Gigabit LAN Port
9	<b>Multi Card Slot</b>	Multi Card Slot for Memory Card
10	<b>Screen Size</b>	Touch / Non Touch 14” or 15” Display Screen or higher
11	<b>CD/DVD Drive</b>	Optical DVD-RW Drive
12	<b>Power Adapter</b>	Power Adapter
13	<b>Carry Case</b>	Carry Case or laptop bag must be provided
14	<b>MIC &amp; Speaker</b>	Good quality MIC and minimum 5 W in-built speaker
15	<b>Graphics Card</b>	Integrated Graphics Card
16	<b>Warranty</b>	5 Years On-site Warranty period through OEM
17	<b>Operating System</b>	Latest Windows Operating System (Professional Edition) for Intel / AMD based processors
18	<b>Virus Scanner</b>	Pre-loaded Virus Scanner
19	<b>Keyboard &amp; Mouse</b>	Standard feather touch laptop keyboard and mouse
20	<b>Certification</b>	BIS, ROHS & Energy Star
21	<b>Weight</b>	Between 1.6 Kg and 2.8 Kg
21	<b>MS Office</b>	Suitable MS Office Standard / Professional version may be procured depending upon the requirement