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OF INDIA

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K-11/Purchase/HWSW/HQ/2018/88

12 Feb. 2020

Circular IT/01/2020

Sub: Providing Desktop/Printers/Scanners to FCI Officers

Please find enclosed herewith the policy for providing Desktop/Printer/Scanner etc to Officers of FCI, duly approved by the Competent Authority, for further necessary action at your end.

(Vipin Tyagi)

Assistant General Manager (IT)
For Executive Director (IT)

Distribution (through email):

- 1) PS to CMD, FCI for information please
- 2) All ED's, FCI, HQ, New Delhi, for information and necessary action
- 3) All EDs [Zones], FCI, Zonal offices for information and necessary action
- 4) All GMs [Regions], FCI, Regional office, for information and necessary action
- 5) Director, IFS, FCI, Gurugram, for information and necessary action
- 6) All Divisional Managers, FCI, Divisional Offices, for information and necessary action

POLICY FOR PURCHASE OF DESKTOP PCs
AND PRINTERS TO FCI EMPLOYEES

FCI HQ, New Delhi

Abstract

The policy outlines the general terms for purchase of Desktop PCs and Printers for FCI employees.

Food Corporation of India

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1. ELIGIBILITY

All officers/officials of Food Corporation of India are eligible for Desktop PCs/Printers for day to day operations. However, the procurement and maintenance of the IT assets is an important and significant part of the IT expenditure in the corporation. The policy has been framed to ensure that the resources are optimally allocated and utilized.

The work load on the various levels of officers/officials in FCI can be used as a reference to gauge the requirement and specifications of the IT systems and accordingly be used to allocate IT assets. Most of the computer related work in FCI is mainly related to typing of noting, drafting of letters, preparation of presentations, record keeping in worksheets etc. Keeping in view the workload at different organizational position, the policy of allocation of IT assets to various levels of officers/officials in the corporation have been defined herein under.

Reference has also been drawn of the **Policy of the Government of Sikkim (Ref. No. 365/DIT/18 dated 06.06.2018, copy enclosed)**, for this policy document.

1.1 RANK-WISE ELIGIBILITY

1.1.1 DESKTOP PCS

The rank-wise eligibility (up to Cat-III) for Desktop PCs is as follows:

| S. No. | Item | AG-I to III | Manager | AGMs& DGMS | GMs & CGMs | EDs and above |
|--------|-------------------------|---|-----------------------------|-----------------------------|-----------------------------|-----------------|
| 1 | Processor | Intel Core i3 or equivalent | Intel Core i5 or equivalent | Intel Core i3 or equivalent | Intel Core i3 or equivalent | As per actuals |
| 2 | RAM | 4 GB | 4 GB | 4 GB | 4-8 GB | As per actuals |
| 3 | HDD | Up to 500 GB | Up to 1 TB | 500 GB - 1TB | 500 GB-1 TB | As per actuals |
| 4 | Monitor | 18.5" LCD Monitor | 18.5" LCD Monitor | 18.5" LCD Monitor | 22" LED Monitor | 22" LED Monitor |
| 5 | Operating System | Windows OR Other Licensed OS; Latest Version | | | | As per actuals |
| 6 | Office Software | MS Office OR Other licensed Office Software | | | | As per actuals |
| 7 | Speaker | As per actuals on approval of Competent Authority | | | | |

1.2 PRINTERS AND SCANNERS

1.1.2.1 GENERAL

1. *Multi-Function Printer (MFP)* placed in a LAN network shared and accessible to all employees within the Division. The procurement of the same may however be undertaken considering the existing printers in the respective FCI unit.

2. *Laser Printer* to be procured for individual/shared use. Procurement of Laser printer may be done considering the existing MFP in the respective offices.

The rank-wise eligibility is prescribed as follows:

| S. No. | Eligibility | Type | Usage |
|--------|---------------------------|----------------|---------------|
| 1 | CMD/ED | As per Actuals | Individual |
| 2 | Cat I and Cat II Officers | General Use | Individual |
| 3 | Category III officials | General Use | Sharing basis |

3. *Ink-Jet printer and Dot Matrix Printers* are to be procured only after approval from ED (Zone)/ED(IT).
4. *Scanner* to be procured for individual user(s), only in case of non-availability of MFP and only on receiving exceptional approval after suitable business justification is provided for the same.

1.1.2.2 PRINTERS

Specifications for each category of printers to be procured are as given below:

| S. No. | Specifications | General Use | Heavy duty |
|--------|-----------------------|--|--|
| 1. | Laser Printer | <i>Print technology:</i> Monochrome Laser <i>Print speed</i> (black, normal quality, A4): Up to 20 ppm or more <i>Print quality</i> (black, best quality): Up to 600x600 dpi (1200 dpi effective output) <i>Duplex print options:</i> Manual <i>Standard media sizes:</i> A4,A5,A6,B5, postcards, envelopes (C5,DL,B5) <i>Connectivity:</i> Parallel/Ethernet print server /Hi-Speed USB port | <i>Print technology:</i> Monochrome Laser <i>Print speed</i> (black, normal quality, A4): ABOVE 20PPM <i>Print quality</i> (black, best quality): Up to 600x600 dpi (1200dpi effective output) <i>Duplex print connectivity:</i> Parallel/ Ethernet print server/ Hi-Speed USB port |
| 2. | Dot Matrix | <i>Print Head Type:</i> 9 pin/24 pin <i>Print Direction:</i> Bi-directional logic seeking <i>Print Width:</i> 136 Column/80 Columns | <i>Print Head Type:</i> 24 pin <i>Print Direction:</i> Bi-directional logic seeking <i>Print width:</i> 136 column/80 columns |
| 3. | Multi-Function | N/A | Scanner/Printer/Copier function |
| 4 | Scanner | Flatbed, plug and play, Connection via USB | N/A |

2. TERM & CONDITIONS

2.1 GENERAL

- 1) Only full time employees of the corporation will be eligible for desktop PCs and Printers.

- 2) Desktop PCs and Printers to the concerned will be issued by the IT Division of the concerned FCI units, as per eligibility above.
- 3) The Desktop PCs and printers to all Cat-II/Cat-III officials has to be approved by the concerned General Manager, considering the duties and responsibilities attached to his/ her job.
- 4) The specifications as prescribed above may be reviewed time to time considering the dynamic IT landscape.
- 5) The procurement of IT assets as laid out in the policy above comes in to effect prospectively.

3 PROCUREMENT, REPAIRS & MAINTENANCE

3.1 PROCUREMENT:

The purchase procedures prescribed under GFRs/CVC guidelines may be followed strictly.

3.2 REPAIRS & MAINTENANCE AND SAFETY

- a) No expenditure is allowable on repairs and maintenance of items covered under warranty.
- b) The repair and maintenance of Desktops purchased, will be done under the existing **Annual Maintenance Contract (AMC)** (undertaken by the concerned FCI office), after the warranty period.
- c) Safety and upkeep of the Desktop/Printer/Scanner, careful handling, protection from damage etc. shall be the responsibility of the officer concerned. Necessary Password provision must be kept in the Desktop 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.

4 DEPRECIATION

1. Updated book value (after taking into account depreciation for part of the year) as per FCI accounting procedure shall be taken into account for the purpose of arriving at residual Desktop/Printer/Scanner value/sale value for purpose of auctioning them.

5 GENERAL

1. Desktop/Printer/Scanner 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.
2. Corporation reserves the right to verify the Desktop/Printer/Scanner in the office premises as and when deemed fit.
3. Officer shall be responsible for maintaining confidentiality of official data/records stored in their desktop.
4. Officer will have to install proper *Anti-virus* software provided by IT Division and keep the same updated during the life span of the desktop and ensure that virus, if any, do not affect the working of other computers of the corporation.

5. These rules will be applicable on the Desktop/Printer/Scanner and its standard software.
6. The scheme can be amended/withdrawn at the discretion of the management.

6 BOOK KEEPING & DISPOSAL

- 1) Necessary book-keeping/formalities may be done by the concerned FCI unit.
- 2) The Desktop/Printer/Scanner shall continue to be in possession of the officer until his transfer, deputation, retirement, dismissal, leaving the organization permanently etc. and has to be surrendered to FCI upon transfer, deputation, retirement, dismissal, leaving the organization permanently etc.
- 3) The office providing the Desktop/Printer/Scanner shall maintain necessary records (Make, Model, Sl No. etc.), as may be required, to be verified at the time concerned officer's transfer/deputation/posting to another office/retirement etc.
- 4) Disposal of the gadgets may be as per extent norms prescribed for e-waste disposal.



**DEPARTMENT OF INFORMATION TECHNOLOGY
GOVERNMENT OF SIKKIM**

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Ref. No: 365/DIT/18

Date: 06/06/18

NOTIFICATION

With the increase in use of IT in Government functioning, it is imperative that Government departments follow certain standards. In Desktop and Laptop computer procurement, the Application Software deployment on this Hardware become uniform and enables sharing of data across departments easier. This makes different applications talk to each other which will harness the potential of IT in providing improved services to the citizens and improving internal working efficiency of the departments and the Government as a whole.

IT hardware constitutes a major cost of any IT project. Adherence to best practices can help in procuring right size of the hardware, bring down cost of procurement substantially and reduce risk of IT hardware becoming obsolete before its useful life period.

To address the issues of hardware replacement, software up-gradation and interoperability of applications, the following 'policy guidelines' are issued for adoption by all Departments and agencies of the Government of Sikkim.

By Order and in the Name of the Governor.

-Sd/-

Chief Secretary
Government of Sikkim

Copy To:

1. All Heads of Department
2. Principal Secretary to HCM for information
3. Deputy Secretary, Home Department for publication in the Gazette
4. Pr. PS to the Chief Secretary for information
5. File
6. Guard File

Additional Director
Department of Information Technology

Anti-virus Software Guidelines

Procurement to be based on number of user licenses required for the whole Department. Any licensed Anti-Virus software can be procured with preference given to procuring combined 10 user licenses of software instead of procuring individual licenses for each user.

Printer & Scanner Guidelines

1. Multi function printer (MPF) placed in a LAN network shared and accessible to all employees is the preferred option.
2. Laser printer to be procured for individual user only in case of non-availability of MPF. Laser printer to be procured for individual user only upon receiving exceptional approval after suitable business justification is provided for the same.
3. Dot Matrix printer is to be used only for the purposes of Salary slip and bill printing.
4. Ink Jet printer and Plotters are to be procured only under any exceptional circumstances.
5. Scanner to be procured for individual user only in case of non-availability of MPF. Scanner to be procured for individual user only upon receiving exceptional approval after suitable business justification is provided for the same.

Specifications for each category of printers to be procured are as given below:

| Sl. No. | Specification | General Use (Single User) | Heavy duty (Multiple Users over a network) |
|---------|------------------------|--|--|
| 1 | Laser Printer | Print technology: Monochrome Laser Print speed (black, normal quality, A4): Up to 20 ppm or more Print quality (black, best quality): Up to 600 x 600 dpi (1200 dpi effective output) Duplex print options: manual Standard media sizes: A4, A5, A6, B5, postcards, envelopes (C5, DL, B5) Connectivity : Parallel / Ethernet print server / Hi-Speed USB port | Print technology: Monochrome Laser Print speed (black, normal quality, A4): above 20 ppm Print quality (black, best quality): Up to 600 x 600 dpi (1200 dpi effective output) Duplex print Connectivity : Parallel / Ethernet print server / Hi-Speed USB port |
| 2 | Dot Matrix | Print Head Type: 9 pin / 24 pin Print Direction: Bi-directional logic seeking Print Width: 136 column / 80 columns | Print Head Type: 24 Pin Print Direction: Bi-directional logic seeking Print Width: 136 column / 80 columns |
| 3 | Multi Function Printer | N/A | Only Scanner/Printer/Copier functions |
| 4 | Scanner | Flatbed, Plug and play, Connection via USB | N/A |

GUIDELINES FOR PROCUREMENT OF DESKTOP/LAPTOP COMPUTERS

| Sl. No. | Item | USAGE | | | | |
|---------|-------------------|--|--|--|--|--|
| | | Data Entry Operator | General User | Multimedia User | Programmer | Sr. & Top Management |
| 1 | Processor | Minimum: Intel® Core™ i3 2100 or Higher in Core™ i3 | Minimum: Intel® Core™ i3 - 2100 or Higher in Core™ i3 | Minimum: Intel® Core™ i7 | Minimum: Intel® Core™ i5 Maximum: Intel® Core™ i7 | Minimum: Intel® Core™ i3 - 2100 or Higher in Core™ i3 |
| 2 | Graphics | On Board | On Board | Dedicated Graphics Card | On Board | On Board |
| 3 | RAM | Minimum : 1 GB DDR3 Maximum: 2 GB DDR3 | Minimum: 2 GB DDR3 Maximum: 4 GB DDR3 | Minimum: 2 GB DDR3 Maximum: 4 GB DDR3 | Minimum: 4 GB DDR3 Maximum: 8 GB DDR3 | Minimum: 2 GB DDR3 Maximum: 4 GB DDR3 |
| 4 | HDD | Minimum: 80 GB Maximum: 160 GB | Minimum: 160 GB Maximum: 250 GB | Minimum: 250 GB Maximum: 500 GB | Minimum: 250 GB Maximum: 500 GB | Minimum: 160 GB Maximum: 250 GB |
| 5 | Optical Drive | DVD Reader Writer (Optional) | DVD Reader Writer (Optional) | DVD Writer | DVD Writer | DVD Reader Writer (Optional) |
| 6 | Network Interface | Gigabit Ethernet adapter | Gigabit Ethernet adapter | Gigabit Ethernet adapter | Gigabit Ethernet adapter & Wireless modem for Broadband Internet | Gigabit Ethernet adapter |
| 7 | Audio | On Board Audio | On Board Audio | Internal PCI Dedicated Sound Card with 5.1 Ch/7.1 Ch Support | On Board Audio | On Board Audio |
| 8 | Monitor | 18.5" LCD Monitor | 18.5" LCD Monitor | 22" LED Monitor | 22" LED Monitor | 18.5" or 22" LED Monitor |
| 9 | Operating System | Windows or other licensed OS latest version | | | | |
| 10 | Office Software | Basic MS Office | Basic MS Office | MS Office Professional | MS Office Professional | Basic MS Office |
| 11 | Speaker | N/A | N/A | 5.1/7.1 Ch Headphones | Stereo Speakers | In Built speakers |
| 12 | Warranty | 3 years | 3 years | 3 years | 3 years | 3 years |

Network Infrastructure Guidelines

- The Internet network infrastructure and associated requirements for a Department is to be verified and validated by competent technical authority representative from the Department of Information Technology, Govt. of Sikkim.
- The above mentioned technical representative will present a detailed report after study of the network requirements.
- The network infrastructure is to be procured based on recommendations of the above mentioned detailed report.

Uninterrupted Power Supply (UPS) Guidelines

- Capacity of maximum 1 kVA for individual user with Desktop/Laptop
- Capacity of 5 kVA for Department of 10 users each with Desktop/Laptop

Closed Circuit Television (CCTV) Guidelines

- IP Fixed dome camera indoor type (non HD) connected to the office LAN and UPS
- Video management software that offers both video stream management and video stream storage management
- IP Fixed Bullet cameras
- Any other type of camera requirement may be submitted to the Department of Information Technology for corresponding guidelines

Note:

The procurement of External Hard Disk Drive (HDD), Pen Drive and any type of SD card should be stopped with immediate effect. The Department of Information Technology shall not vet any proposal with the inclusion of External HDD, Pen Drive and Memory Cards like SD and Micro SD cards.