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निगम



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CORPORATION  
OF INDIA

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सूचना प्रौद्योगिकी प्रभाग | INFORMATION TECHNOLOGY DIVISION

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	<b>Processor</b>	Intel Core i3 or equivalent	Intel Core i5 or equivalent	Intel Core i3 or equivalent	Intel Core i3 or equivalent	As per actuals
2	<b>RAM</b>	4 GB	4 GB	4 GB	4-8 GB	As per actuals
3	<b>HDD</b>	Up to 500 GB	Up to 1 TB	500 GB - 1TB	500 GB-1 TB	As per actuals
4	<b>Monitor</b>	18.5" LCD Monitor	18.5" LCD Monitor	18.5" LCD Monitor	22" LED Monitor	22" LED Monitor
5	<b>Operating System</b>	Windows OR Other Licensed OS; Latest Version				As per actuals
6	<b>Office Software</b>	MS Office OR Other licensed Office Software				As per actuals
7	<b>Speaker</b>	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.	<b>Laser Printer</b>	<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.	<b>Dot Matrix</b>	<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.	<b>Multi-Function</b>	N/A	Scanner/Printer/Copier function
4	<b>Scanner</b>	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.



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सूचना प्रौद्योगिकी प्रभाग | INFORMATION TECHNOLOGY DIVISION

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

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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

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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

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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.

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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.

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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.

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ASIAN

के. राजारामन, भा. प्र. से.  
सचिव  
K. Rajaraman, IAS  
Secretary



भारत सरकार  
संचार मंत्रालय  
दूरसंचार विभाग  
Government of India  
Ministry of Communications  
Department of Telecommunications

D.O No. 19-1/2019(Part)-SU-I  
12<sup>th</sup> January, 2022

Dear Secretary,

I would like to draw your kind attention on the PAN India network of BSNL and MTNL, a Telecom sector.PSUs and the efforts taken by the Government of India on revival of BSNL and MTNL. One of the steps is through utilization of their vast network available across the country particularly in view of data security needs.

In line with this, Union Cabinet has approved the mandatory utilization of capacities of BSNL and MTNL for Internet/broadband, landline and leased line requirements of the Government Ministries/Departments and other Government Undertakings/Bodies under Central Government and accordingly the decision was conveyed to all Ministries/Departments through OM dated 12.10.2020 (Copy enclosed).


BSNL and MTNL have been providing yeoman services to various organs of the Government. Recent decisions of the Union Cabinet to restructure them and enhance their capacity to further better their service are yielding encouraging results. Continued support to these PSUs will go a long way in providing the desired impetus. However, instances have come to notice wherein various offices of the Union Government/Undertakings have not followed the order in letter and spirit stating the reason primarily as not being endorsed by their Ministry. Needless to say that OM was issued in consultation with Department of Expenditure under Ministry of Finance after the approval of Union Cabinet.

I shall be grateful if you kindly intervene and issue the instructions to Government Undertakings/Bodies in your Department for mandatory utilization of the services provided by BSNL/MTNL.

With regards,

Enclosure:- As above.

Yours sincerely,

  
(K. Rajaraman)

All Secretaries to the Government of India,

Government of India  
F.No. 19-1/2019-SU-I  
Ministry of Communications  
Department of Telecommunications

Sanchar Bhawan, New Delhi,  
The, October, 2020

OFFICE MEMORANDUM


Subject: Utilization of network of Bharat Sanchar Nigam Limited (BSNL) and Mahanagar Telephone Nigam Limited (MTNL) for internet/broadband, landline/leased line regarding.

BSNL and MTNL are Central Public Sector Enterprises (CPSEs) under the administrative control of Department of Telecommunications, Government of India. BSNL and MTNL fulfil the communication needs of most of the Government departments including the Armed Forces. For the majority of Banks and Financial Institutions, core-banking network requirement is also met by these PSUs. Both BSNL/ MTNL are reliable service providers under control of the Government of India and BSNL also has a vast rural network.

2. The Central Government has recently approved the mandatory utilization of capacities of BSNL and MTNL for internet/ broadband, landline and leased line requirements by the Central Government Ministries/Departments and accordingly, orders have been issued.

3. You are requested to also consider utilization of the services of BSNL and MTNL by all Departments/Agencies/PSUs of the State Government for internet/ broadband, landline and leased line requirements.

4. This issues with the approval of the Competent Authority.

  
(Jitin Bansal)  
Director (PSU Affairs)  
MoC, Tel: 26122206

To

Chief Secretaries of all State Governments

लार: 'फूडकोर्प'  
GRAM: 'FOODCORP'

फैक्स नं: एचएफसीआईएनडी  
Fax No. HFCI ND  
00 91 11 2341 3241  
00 91 11 4352 7433

भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

मुख्यालय: नई दिल्ली

16-20, बाराकम्बा लेन, नई दिल्ली - 110011,  
दूरभाष: 011-43527697, 43527698

HEAD QUARTERS: New Delhi

16-20, BARAKHAMBA LANE, NEW DELHI -110001,  
PHONE: 011-43527697, 43527698

सूचना प्रौद्योगिकी प्रभाग | INFORMATION TECHNOLOGY DIVISION

E 142 FCI HQ - IT029(i)/1/2021-IT - Part(i) 1434

Dated:10.02.2022

The Executive Director (Zone),  
Food Corporation of India,  
Zonal Office,  
NOIDA/CHENNAI/KOLKATA/MUMBAI/GUWAHATI.

**Sub: Usage of Name based official Email Id's for official communication purpose...reg**

Sir/Madam

It has been informed by the District offices that they are facing problem in accessing designation based official email ID's after the adoption of KAVACH application. Further it has come to notice that single official designation based email ID is used by multiple sections and staff of respective District Office. District offices are requesting to enhance the number of devices attached to KAVACH enabled email ID.

The matter has been taken up with NIC and they opined that **"Accessing one Kavach secured email id on more devices (than permitted) shall defeat the purpose of secure email addresses and accessibility. Ideally, one email id should be accessed by only one user, for accountability"**.

Hence it is advised that the official communication with District offices can be done through official designation based email Id of District offices. Area Manager in turn, can forward the Documents/Communication to the concern officer of respective District office on their name based email Id's (fci.gov.in). In this way the data will be stored in Area Manager's email Id database (Designation based) either in INBOX or in Sent Items.

**Further it is informed that, in case of every communication involving Name based email IDs, the official Designation based email ID of both respective offices should be kept in "copy to" without fail.**

This issue with the approval of Competent Authority.

Yours faithfully,

(Aseem Chhabra)  
General Manager (IT)

Distribution:

1. All Executive Directors, FCI, Hqrs. – for information and necessary action please.
2. All General Manager, FCI Hqrs. -- for information and necessary action please.
3. All General Manager (Region) -- for information and necessary action please.