

Revised JPO for purchase or Repair & Maintenance of Laptops.

Sub: Provision of Laptop to Officers in lieu of Desktop.

Ref: 1) Railway Board's letter No. 2011/C&IS/Committee/ Laptops/Pt.II dated 23.01.2012.

2) ECR's JPO dated 23.03.12 circulated vide DGM/G's letter No. ECR/ADM/Laptops/003/265 dated 12.04.12.


This JPO is in supersession to ECR's JPO dated 23.03.12 circulated vide DGM/G's letter No. ECR/ADM/Laptops/003/265 dated 12.04.12.


Officers have been given the option of procuring / replacing Laptop either through Railway or by themselves vide Railway Board's letter No. 2011/C&IS/Committee/ Laptops/Pt.II dated 23.01.2012 (henceforth referred as "Board's letter dated 23.01.2012"). In accordance with these guidelines, the following procedure is laid down on E.C. Railway:-


1. **Description of Laptop, eligibility and ceiling** shall be same as given in Para 1.1 to 1.6 of Board's letter dated 23.01.2012.
2. **Eligibility and Ceiling** both for procurement as well as Repair & maintenance shall be same as given in Para 2.1 to 2.2.3 of Board's letter dated 23.01.2012
3. **PROCUREMENT, REPAIRS & MAINTENANCE:-** Eligible officer can chose any one of the following methods of procurement of Laptop.


By Railway administration:

- Para 3.1.1 (a) to (c) of Board's letter dated 23.01.2012 shall be applicable.
- *The maintenance of those Laptops procured through Railway Administration will be processed by respective departments. An accountal of the amount spent on repair & maintenance would be kept by the respective department. Any purchase of spares, batteries etc. would be done by Stores Department. The respective department will maintain a full accountal of the amount spent on repairs and maintenance for each Laptop as per Railway Board's instruction contained in Letter dated 23.01.2012.*
- *In the Divisions, the maintenance would be done by the respective department on above lines.*


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By Concerned officer:

- Para 3.1.2 (a) to (g) of Board's letter dated 23.01.2012 shall be applicable.
- Laptop will be purchased by concerned officer himself duly following the guidelines of Railway Board's letter dated 23.01.12 without need of any prior sanction/permission or prior information. Similarly no prior permission or sanction is needed for repair and maintenance including warranty extension but it should be within prescribed limits.
- Concerned officer will be required to give full details of procurement to his department (section maintaining T&P/store/repair) alongwith make/model, description and serial number or unique ID of laptop with copy of final bill and relevant documents for maintaining record. Similarly full details and bills of repair/maintenance or warranty extension/AMC should also be given to department for records. Original copy of bill/cash-memo will remain in custody of concerned officer.
- All Controlling officers will be the competent authority for sanction of reimbursement for purchase or repair/maintenance of laptop for their subordinate officers. All requests for reimbursement for procurement, repair/maintenance or warranty extensions should be sanctioned by such Competent Authority and must be routed through section of department maintaining such records.
- Reimbursement for procurement, repair, warranty extension etc. would be done through the Salary bill of the Officer. Sr.EDPM will allot 2 separate codes for "Reimbursement of Laptop Procurement cost" and "Maintenance charges of laptops" respectively.
- For reimbursement, an application along with self certified copy of the bill/cash-memo and necessary undertaking (on format of Annexure-I or II) should be submitted to APO(Bill) or salary drawing officer of the concerned department in triplicate for the reimbursed amount to be credited in the salary of the current month. For bill submitted after 10th, reimbursement will be credited in the next month's salary.
- APO/Bill will arrange to credit reimbursement amount in salary of concerned officer. Thereafter, APO/bill shall forward one copy each of such application regarding laptop procured and amount spent on its purchase, repairs, maintenance etc. to Sr.AFA/EGA and APO/Gaz. who will maintain separate records having these details. After the reimbursement through salary bill is passed, entry for amount spent on procurement and maintenance will be entered in the Personal file & Service sheet of each officer in Personnel & Accounts Department.

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