



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय/HEADQUARTERS
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F.No.D-21/5/2021-Gen.

Date: 06-01-2025

CIRCULAR

Subject: Requisitions in respect of laptops for Officers/Officials as per the new laptop procurement policy dated 11.11.2024- regarding.

Reference is invited to circular no. I-11013/4/2021-ICT (E323) dated 11.11.2024 (copy attached) of ICT Division, Hqrs. Office in respect of Policy for Procurement of laptops for ESIC Officials. In this regard, all the concerned branches/divisions of ESIC Hqrs. Office are requested to provide the requisitions of laptops in respect of Social Security Officers (as per S.No. 1 of the table) & Assistant Directors (as per S.No.2- i of the table), respectively as per the eligibility criteria outlined in the policy in the prescribed proforma (copy attached).

Further, all the eligible Officers in the cadre of Deputy Director and above and equivalent level officers of Engineering & Rajbhasha posted in ESIC Hqrs. Office are requested to submit their requests for the issuance of Laptop, if desired, to the General Branch (general-hq@esic.gov.in). Similarly, the eligible Medical Officers holding administrative posts in ESIC Hqrs. Office are also requested to submit their requests for the issuance of Laptop, if desired, to the General Branch, at the earliest.

This is issued with the approval of the Competent Authority.

Encl: As above.

Signed by

Om Prakash Thakur

Asst. Dir. (Gen.)

Date: 06-01-2025 10:06:06

Copy to:

- i. All the concerned branches/divisions of Hqrs. Office.
- ii. All the eligible Officers of Hqrs. Office as per the ICT Circular dated 11.11.2024.



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(श्रम एवं रोजगार मंत्रालय,
भारत सरकार)
Employees' State
Insurance Corporation
(Ministry of Labour &
Employment,
Govt. of India)



सुचना एवं संप्रेषण प्रौद्योगिकी प्रभाग
Information and Communication
Technology Division
मुख्यालय/Headquarters,
पंचदीप भवन, सी. आई. जी. मार्ग,
नई दिल्ली-110002
Panchdeep Bhawan, C.I.G. Marg, New
Delhi – 110002
Website: <https://esic.gov.in>

Computer No. I-11013/4/2021-ICT(E323)

Dated: 11.11.2024

To,

1. All Zonal Insurance Commissioner(s)/ Zonal Medical Commissioner(s)
2. All Additional Commissioners/Regional Directors/Directors(I/c)/Joint Directors(I/c) of all ROs/SROs
3. Medical Superintendents of all ESIC Hospitals
4. D(M) Delhi/ D(M) Noida / Director NTA
5. Dean/Principal, all ESIC Medical/Dental/Nursing/Paramedical Colleges and Hospitals

Subject: Policy for procurement of Laptop for ESIC officials.

Sir/Madam,

In supersession to all previous instructions issued in this regard, the following Laptop policy will come into immediate effect from the date of issue of this order.

In view of latest instructions F.No.03(20)/2022-E. II (A) dated 21.07.2023 issued by the Govt. of India, Ministry of Finance, Deptt. of Expenditure, E.II(A) Branch, the following policy is adopted considering the requirement of Laptops by different officials as per the job requirement to improve the efficiency of their work and in a manner to facilitate efficient discharge of their responsibilities.

This would, however, be subject to the following conditions:

1. Eligibility:

1.1 Non-Medical Posts:

| Sl. No. | Cadre | Eligibility Criteria |
|---------|---|--|
| 1. | Social Security Officer | Only those entrusted with Inspections, Coverage and ICT works during the period of such posting/assignment. This should not exceed 20% of the in-position officers posted in the Region/Sub-Region at the time of assessment of requirement. The laptops should be issued to the concerned Division/Branch which will ensure issuance to the eligible officers on functional basis. |
| 2. | Assistant Director and equivalent Level officers of Engineering and Rajbhasha Cadre | (i) 100% for those working in ICT, PR, Internal Audit and PG Division of Hqrs office and field units during the period of such posting/assignment. The laptops should be issued to the concerned Division/Branch which will ensure issuance to the eligible officers on functional basis. (ii) Up to 50% of the in-position officers of the equivalent level except those working in ICT, PR, Internal Audit and PG Division of |

| Sl. No. | Cadre | Eligibility Criteria |
|---------|--|---|
| | | Hqrs office and of the concerned Office for other field units at the time of assessment of requirement. The officers to be provided laptop under this category will be decided by a committee constituted by Head of the Accounting Unit keeping in view the assigned roles to such officers. |
| 3. | Deputy Director and above and equivalent Level officers of Engineering and Rajbhasha Cadre | 100% of the in-position officers. |

1.2 For Medical Posts:

| Sl. No. | Post | Eligibility Criteria |
|---------|--|---|
| 1. | Medical Officers holding Administrative post | Medical Commissioner, Zonal Medical Commissioner, Deputy Medical Commissioner, Officer on Special Duty (Medical at Hqrs), Dean, Medical Superintendent, Additional Medical Superintendent, Deputy Medical Superintendent, Assistant Medical Superintendent, Store Managers in Hospitals, Director (Medical) Delhi, Director (Medical) Noida, Director (NTA), Additional Director (Dispensary), Director (Family Welfare), State Medical Officer, Medical Referee, Medical Vigilance Officer and OSD (IT) in the Office of DMD, during the period of such posting. |

- 2. Cost of Device:** The cost of device shall be Rs.1,00,000/- plus taxes. However, for devices with Make-in-India (MII) component of more than 40%, the price ceiling shall be Rs.1,30,000/- plus taxes. The above price ceiling is inclusive of cost of standard software. Standard Software is any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.
- 3. Purchase Procedures:** The procurement of laptop under this policy will be done by the Head of the Accounting Unit holding the charge of the field offices following the prescribed GFRs & CVC guidelines.
- 4. Safety, Security & Maintenance of Device:** The device shall be property of ESIC upto 4 years from date of purchase. The expenditure to be incurred for the maintenance and upkeep of the device post warranty period is to be borne by the office concerned. However, the officer, who is given the device, shall be personally/solely responsible for safety and security of the device and its data/information. The officer concerned will be at liberty to get the device insured at his/her personal cost.

5. Book value of the device: For the purpose of calculation of the book value, a depreciation of 25% per year (pro-rata basis), on straight line method, be adopted. Illustration to determine the book value of the device is given at Annexure-A.

6. Retention of device:

- (a) Post completion of four years of usage, the officer issued laptop in an individual capacity only shall retain the issued device. Concerned field unit shall ensure that the data in the device is completely wiped out (data sanitized) before the device is handed over to the officer for retention.
- (b) No new device may be sanctioned to an officer who has already been allotted a device in an individual capacity, in an office, up to four years except in case of repair which is declared as 'beyond economical repairs. In such case, the device shall be retained by the employee without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A 'Beyond Economical Repair (BER)' certificate to this effect shall be obtained from the OEM or its authorized service centre or agency/company providing AMC services to the office concerned.

7. Beyond Economical Repair (BER): When repair cost is considered too high (exceeding 50% of book value of equipment taking depreciation into account). Such cases should be dealt on case-to-case basis with opinion of the technical expert such as IT Consultant/IT Manager/IT Assistant and should have concurrence of Finance Officer of the office concerned.

8. Conditions at the time of transfer, Superannuation etc.:

- (a) **On transfer on deputation to any office outside ESIC offices or leaving ESIC due to retirement on superannuation, VRS or resignation:** In case where, at the time of purchase of device if the residual service of the officer is less than 4 years [or in case the officer is transferred/deputed to State Govt./any other body outside ESIC offices and with residual service of less than 4 years] or the officer leaves the ESIC service within 4 years of purchase of such device due to resignation, VRS or superannuation, the officer concerned will have the option of retaining the device by paying the amount equal to the book value of the device on such date of release from ESIC/change in eligibility status of the concerned officer.
- (b) **Upon transfer to other ESIC Offices/field units:** Deputy Director and above and equivalent Level officers of Engineering and Rajbhasha Cadre, who have been provided laptop in individual capacity only, shall carry the device to his/her new place of posting upon transfer to other ESIC offices/field units. This fact should be specifically mentioned in the Last Pay Certificate (LPC) along with copy of the bill. Upon transfer of an officer to an ESIC Offices who is eligible for issue of laptop, a Laptop is to provided (after due verification through his Last Pay Certificate (LPC) that he/she is not in possession of any Laptop) to facilitate efficient discharge of his official responsibilities.

- (c) **On change in the eligibility status of Medical officers other than those mentioned in (b) above:** - In the case of transfer or change in assignment/posting of Medical Officers leading to change in their eligibility for issuance of laptop, the officers concerned will have the option of retaining the device by paying the amount equal to the book value of the device on such date of change in eligibility status of the concerned officer. Medical Officers will not be entitled for issuance of laptops during clinical posting. In case, there is no change in their eligibility status as per this policy upon transfer or change in assignment/posting, they shall carry the device to his/her new place of posting and this fact should be specifically mentioned in the Last Pay Certificate (LPC) along with copy of the bill.

- 9. Instructions for Hqrs. Office and Field Offices:** For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of the Laptop Policy issued earlier, the terms & conditions for retention of the device shall now be governed as per Para 8 above.

This issues with the approval of the competent authority.

**Signed by Jai Prakash
Sharma**

Date: 11-11-2024 10:38:00

(Jai Prakash Sharma)

Deputy Director (ICT)

ANNEXURE-A

Example

An eligible officer is issued a device (including standard software) costing Rs. 1,00,000/- plus applicable taxes and levies. Calculation Depreciation, book value of the device (including software) is as below:

Formula:

Percentage of depreciation= (100/48) X No. of months elapsed or completed from the date of purchase of the device.

Illustration:

| Date of purchase of device | Date of retirement/leaving the service | Completed months | Depreciation | Book value of the device/amount to be recovered from the employee |
|-----------------------------------|---|-------------------------|-------------------------|--|
| 20.04.2023 | 30.04.2024 | 12 months | 25% | 75% of the original amount* |
| 20.04.2023 | 20.10.2024 | 18 months | $(100/48) * 18=37.5\%$ | 62.5% of the original amount |
| 20.04.2023 | 30.04.2025 | 24 months | 50% | 50% of the original amount |
| 20.04.2023 | 19.03.2026 | 34 months | $(100/48) * 34=70.83\%$ | 29.17% of the original amount |

*Original amount in this case is 1,00,000/- plus applicable taxes and levies.

PROFORMA FOR ISSUING OF FRESH LAPTOP

Request for approval of Issuance of Laptop to Deputy Director and above and equivalent level officers of Engineering and Rajbhasha Cadre and Medical Officers holding Administrative Post as per the eligibility criteria defined in ICT Laptop Policy dated 11.11.2024.

| Name | Designation | Branch |
|------|-------------|--------|
| | | |

UNDERTAKING

1. It is certified that the I am eligible for issuance of laptop as per the ICT policy dated 11.11.2024.
2. It is certified that I have not taken any Laptop/Notebook from Office.
3. I Undertake that, I shall be personally liable for safe custody of laptop/Notebook.

Date:_____

Name of Officer:_____

Designation:_____

Stamp:

PROFORMA FOR ISSUING OF FRESH LAPTOP

Request for approval of Issuance of Laptop to Social Security Officers and Assistant Directors as per the eligibility criteria defined in ICT Laptop Policy dated 11.11.2024.

Name of the Branch:

| S.No. | Name | Designation | Justification | Remarks |
|--------------|-------------|--------------------|----------------------|----------------|
| | | | | |

Total no. of laptops:_____

UNDERTAKING

1. It is certified that the names suggested above are within the criteria outlined vide ICT policy dated 11.11.2024.
2. It is certified that the above Officers/Officials have not taken any Laptop/Notebook from Office.
3. I Undertake that, I shall be personally liable for safe custody of laptop/Notebook.

Date:_____

Name of Branch Officer:_____

Designation:_____

Stamp: