

I/67039/2020

F.No.10-13/2014-TS.1
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section -1

Shastri Bhawan, New Delhi.
Dated the 10th June, 2020

To,
The Registrar,
Indian Institute of Technology,
Patna.

Subject: Permission to use CPDA for purchase of laptop etc.

Sir,

I am directed to refer to your letter No.IITP/R/2020/853 dated May 11, 2020 on the subject cited above and to say that the proposal referred therein has been examined in consultation with Integrated Finance Division of this Ministry and is of the view that the guidelines issued vide letter dated 18.08.2009 (copy enclosed) do not allow purchase of Note Book / Laptop devices or of similar categories out of CPDA. Therefore, the proposal of the Institute has not been agreed to.

Yours faithfully,

(P. J. Soundararajan)
Under Secretary to the Government of India
Ph. No.23381698

Copy to: Director (Finance), MHRD.

Signature Not Verified

Digitally signed by P.
SOUNDARARAJAN
Date: 2020.06.12 17:16:56 IST

F.No.48-4/2016-TS.1
Government of India
Ministry of Education
Department of Higher Education
Technical Section - 1

Shastri Bhawan, New Delhi
Dated the 1st December, 2020

To,
The Directors,
All IITs.

Subject: Guidelines regarding Cumulative Professional Development Allowance (CPDA).

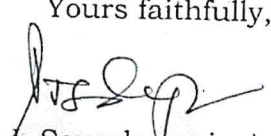
Sir,

I am directed to forward herewith a copy this Ministry's letter No.35-5/2020-TS.III dated 28.07.2020 issuing guidelines of Cumulative Professional Development Allowance (CPDA) for procurement of Laptops etc., in respect of NITs/IISERs.

2. In this regard, it is informed that procurement of laptops/ desktops/ Tablets or devices of similar nature from CPDA is not allowed. Ministry, in consultation with IFD, has decided that the guidelines as mentioned above may also be applicable to Indian Institutes of Technology (IITs) with respect to procurement of the same.

Yours faithfully,

Encl.: As above.


(P. J. Soundararajan)

Under Secretary to the Government of India
Ph. No.23381698

Copy to:

1. JS&FA, Ministry of Education.
2. Registrars of All IITs.
3. Director(IITs).
4. PS to AS(TE).

(9)

BY EMAIL**F.No.35 – 5 / 2020 – TS.III**Government of India
Ministry of Human Resource Development
Department of Higher Education
*_*_*_*_*Shastri Bhawan, New Delhi,
dated, the 27th July, 2020
28th

To

- (i) The Directors of all the 31 NITs; and
- (ii) The Director, IEST, Shibpur (West Bengal)

Subject:- Amendment in guidelines issued for utilisation of Cumulative Professional Development Allowance (CPDA) – regarding.

Sir \ Madam,

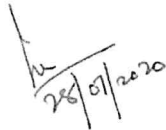
I am directed to refer to this Ministry's letter of even number dated 10th July, 2020 on the subject mentioned above vide which certain amendments in the guidelines for utilization of Cumulative Professional Development Allowance (CPDA) by faculty of NITs & IEST, Shibpur were communicated.

2. Considering earlier audit objections on purchase of computers and peripherals as contingent expenses, the amendments recently issued have been examined in consultation with Integrated Finance Division of the Ministry.

3. Accordingly, in supersession of the amendments communicated vide letter dated 10th July, 2020, the undersigned is directed to convey following:-

- (i) The CPDA guidelines issued on 8th June, 2017 consequent upon the approval in the 10th meeting of the Council of NITSER held on 26th May, 2017 and subsequent amendments approved in the 11th meeting of the Council of NITSER held on 18.07.2018 shall only be in operation.
- (ii) The Finance Committee and Board of Governors of the Institutes may adopt for implementation, the Department of Expenditure Office Memorandum No.08(34)/2017-E.II(A) dated 20.02.2018 (copy enclosed) as amended from time to time for purchase of lap-top, tablet, notepad, ultra-book, notebook, net-book or devices of similar categories for disposal of their assigned work. However, such devices already purchased during the last five years by a functionary under a project or a scheme will also be taken into account before allowing purchase of a device under this OM; and

...contd./-



28/07/2020

(8)

-: 2 :-

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- (iii) If faculty members of an Institute require any device in addition to those mentioned above to handle the assigned work, the Institute may list out a consolidated requirement of devices with specification and estimated price with fund availability and requirement of total fund for consideration of approval of the competent authority for purchasing duly following the provisions in GFR, 2017 (including GeM) and Manual of Procurement of Goods.
4. Other guidelines as approved by the Council of NITSER in its 10th and 11th meetings for proper utilization of CPDA in NITs & IEST, Shibpur shall remain unchanged.
5. This issues with the approval of the competent authority.

Encl.: as above.

Yours faithfully,

[Indrajit Kuri]

Under Secretary to the Government of India
Tel: 23384159

Copy for information to:-

- (i) PS to Hon'ble Minister of Human Resource Development.
(ii) PS to Hon'ble Minister of State (HRD).
(ii) PSO to Secretary, Department of Higher Education, Ministry of HRD.
(iii) PS to Joint Secretary & Financial Adviser (HRD).
(iv) Guard File.

(7)

No. 03(13)/2018-E.II(A)
Government of India
Ministry of Finance
Department of Expenditure

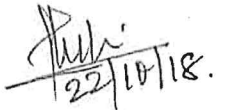
North Block, New Delhi
Dated: 22nd October, 2018

OFFICE MEMORANDUM

Subject: Instructions for the purchase of laptops/notebooks and similar devices for eligible officers – Clarification regarding admissibility of Taxes/GST on the price ceiling.

The undersigned is directed to inform that references have been received in this Department seeking clarification regarding admissibility of Taxes/GST on the prescribed price ceiling of Rs. 80,000 as mentioned in Para 2(i) this Department's O.M. No 08(34)/2017-E.II(A) dated 20th February, 2018 on the above subject.

2. The matter has been considered in this Department. Since taxes are statutory in nature and are bound to change from time to time, it is clarified that the price ceiling of Rs. 80,000/- for the purchase of laptops/ notebooks and similar devices for eligible officers under the provisions of this Ministry's OM dtd. 20th February 2018 is **exclusive of taxes**.
3. This is issued with the approval of Secretary (Expenditure).


22/10/18.

H. Atheli
(Director)

To:

- (i) All Ministries and Departments of the Govt. of India as per standard distribution list.
- (ii) All Financial Advisors
- (iii) Nic for uploading on Ministry's website.

F.No. 08(34)/2017-E.II(A)
Ministry of Finance
Department of Expenditure
E.II(A) Branch

New Delhi, the 20th February, 2018

OFFICE MEMORANDUM

Subject: Instructions for the purchase of laptops/notebooks and similar devices for eligible officers – revised guidelines.

In supersession to this Ministry's Office Memorandum bearing No. 08(64)/2017-E.II(A) dated 27th September 2016, regarding purchase of Note Book/Lap-Top computers by Ministries/ Departments & delegation of powers thereof, it has been decided that lap-top; tablet; notepad; ultra-book; notebook, net-book or devices of similar categories may be issued to officers of the rank of Deputy Secretary and above for discharge of official work. These powers shall continue to be exercised in consultation with the Financial Adviser by the Secretary of the Ministry/ Department or any other authority who are specifically delegated these powers by this Ministry from time to time, duly taking into consideration the functional requirements and budgetary provisions.

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

(i) **Cost of device:** The Cost of device including Standard software* shall not exceed Rs. 80,000/-.

Standard Software: Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.

(ii) **Purchase Procedures:** As prescribed under GFRs/CVC guidelines may be followed.

(iii) **Safety, Security & Maintenance of 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 Government 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, in a Ministry /Department, up to five 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) For the purpose of calculation of the book value, a depreciation of 25% per year, on straight line method, be adopted.
- c) Post the completion of five years of usage, the officer shall retain the issued device.

(v) **Conditions at the time of transfer, Superannuation etc.:**

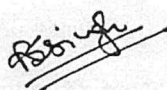
- a) In case where, at the time of purchase of device if the residual service of the officer is less than 5 years or in case the officer is transferred/deputed to State Govt. but with residual service of less than 5 years or the officer leaves the Government Service within 5 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount after deducting the depreciation.

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- b) Upon transfer/deputation of the officer to other Ministry/ Department/Attached/Sub-ordinate offices of the Government of India or to the State Government in case of Officers of the All India Services, 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 Last Pay Certificate (LPC).

3. **Instructions for Ministries/Departments:**

- (i) For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of O.M. dt. 27/09/2016, the terms & conditions for retention/disposal of the device shall continue to be governed under the existing instructions of the said O.M.
- (ii) The applicability of the provisions of this order to the officers of Armed Forces/Para-Military Forces, officers of MoD & other similar establishments would be subject to restrictions imposed by the concerned departments/organizations duly taking into consideration the security of information. In all such cases the security of the information shall be the responsibility of the concerned department.
4. This is issued with the approval of Secretary (Expenditure).


(Dr. Bhartendu Kumar Singh)
Director(E.IIA)

To

- 1) All Ministries/Departments of Government of India
- 2) All Financial Advisers
- 3) NIC, D/o Expenditure