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FOOD  
CORPORATION  
OF INDIA

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No. FCI HQ-IT017(12)/5/2021-IT  
07.12.2022

Date:

**Circular No. IT/02/2022**

**Sub: - Providing Laptop/Netbooks/Notebooks/Tablets to FCI Officers---reg.**

In supersession to the earlier laptop policy circulated vide Circular No. IT/01/2017 dated 20.03.2017, please find enclosed herewith the new Policy for providing laptops/tablets etc. to Officers of FCI, duly approved by the Board of Directors in its 413th meeting held on 17.11.2022.

This policy shall come into force with immediate effect and strict compliance of the same may be ensured by all concerned.

This issues with the approval of Competent Authority.

Yours faithfully,

Signed by Ashok Kumar  
Sinha

Date: 07-12-2022 14:01:25

Encl. as above

(Ashok Kumar Sinha)

Dy. General Manager (I.T.)

**Distribution (Through e-mail)**

1. PS to CMD for information please.
2. All EDs, FCI HQ for information and necessary action please.
3. All ED[Zones], FCI, Zonal Offices.
4. All CGMs/GMs/DGMs, FCI HQ.
5. All GM[Regions], FCI, Regional Offices.
6. Director, IFS Gurugram
7. DGM(Board Cell), FCI, HQ.

**2022**

**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 IT like increased productivity, boost in workflow and organizational efficiency. Although, desktop PCs allow the corporation to leverage said benefits, it is also felt that the corporation may be better served if the officers are also provided with the laptops (*mobile computers*) which will enable them to work on the move.

With implementation of eOffice application in the offices of FCI across the country, there is an emergent need to equip the officers with facilities which can help them to discharge their duties without any geographic or locational limitations. Although, FCI has a laptop policy wherein DGMs & Above and 50% of the total strength of AGMs are eligible for laptops on need-basis, but the need has been felt to make it more broad-based and to facilitate more and more officers to adopt IT tools like eOffice and other applications for better monitoring and decision making. With this objective, the policy has been reviewed and in supersession to all previous policies, this new Laptop policy is implemented.

**Laptops/Notebooks/ Tablets may be referred as Laptop hereinafter.**

## 2) POLICY

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All Category-I officers (AGM & above) of Food Corporation of India shall be entitled for laptop computers.

### 2.1. RANK-WISE ELIGIBILITY

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S. No.	Eligibility	Cost Ceiling* (all incl. costs) (in Rs.)
1.	CMD, EDs and CVO	As per actual
2.	CGMs	80,000
3.	GMs	
4.	DGMs	60,000
5.	AGMs	

\*including all accessories, standard software and taxes.

### 3) BASIC TERMS AND CONDITIONS

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- 1) Laptop to other officers/officials not covered under this policy can be approved by the Competent Authority depending upon the duties and responsibilities attached to his/ her job and purely on need basis. For this purpose, the Competent Authority will be CMD.
- 2) Only full time employees or officers on deputation to the corporation will be eligible for laptop under the policy. *The officers having less than one year service left will not be entitled to new laptop.* The newly recruited employees will be eligible for laptop only after completion of the prescribed probation period.
- 3) Only one device can be provided to an entitled officer.
- 4) The existing laptops, if any already issued to FCI officers, 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.

### 4) LIFE SPAN AND OWNERSHIP

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- 1) The useful life of laptop will be considered as Three (3) 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 owned by FCI till such time the officer deposits its book value and take ownership of the same as laid down in this policy, irrespective of the cost of the laptop and its method of procurement etc.

### 5) PROCUREMENT

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#### 5.1.1 PROCUREMENT

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The purchase procedures prescribed under GFRs/CVC guidelines may be followed strictly in case procurement is done by the Corporation. The eligible officers may purchase the said laptop either personally or request the corporation to purchase the laptop.

In case purchase is to be made by FCI, procurement shall be done by the respective offices (where the officer is posted). The procurement will be strictly made within the prescribed ceiling amount. The requisition for purchase is required to be sent after verification from Service records.

#### 5.1.1.1 BY CONCERNED OFFICER

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- 1) Procurement can be done by the officers concerned directly from the Original Equipment Manufacturer (OEM) or their dealer outlets or through online e-commerce platforms and 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 responsible nor liable for any contractual, legal and statutory issues arising out of the purchase directly made by the officer.
- 2) The 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 clearly mentioning the FCI GST number.
- 3) If the procurement is done by FCI directly, it shall be made within the prescribed ceiling amount only and in no case the prescribed ceiling shall be exceeded.
- 4) The officer should give an undertaking at the time of claiming reimbursement for procurement if the procurement is done directly by concerned officer that:
  - a. The rates are reasonable; and
  - b. The Laptop has been actually procured by him/her; and
  - c. 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.
  - d. 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.
- 5) Every claim shall be accompanied by an invoice raised in the name of FCI with GST number of FCI clearly mentioned along with proof of payment. Only digital or instrument based modes of payments shall be acceptable i.e. Credit card/Debit Card/UPI/Online banking/Cheque payment etc. Cash purchases shall not be considered and no reimbursement shall be made against Cash payments.
- 6) The 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.

## 6) REPAIRS & MAINTENANCE AND SAFETY

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- 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 at the time of purchase itself for required number of years covering the lifespan of the product. A one-time reimbursement for a maximum of 4 % of the laptop's actual purchase price or the corresponding ceiling amount, whichever is less, may be reimbursed to the officers towards extended warranty purchased from the OEM or its Authorized Service Provider. This shall be considered at the time of purchase only and not at a later date. The extended warranty amount will be over and above the laptop ceiling limit. The extended warranty may be purchased either through the vendor selling the laptop or through a separate vendor (i.e., tax invoices for Laptop and Extended Warranty may be same or different). Officers are encouraged to include extended warranty while purchasing laptops to mitigate the risk of breakdowns at a later date. The process for claim will be the same as that of the laptop as mentioned above in 5.1.2 (Sl. No 5)
- 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) Condemnation or write-off etc. of the laptop will not be permissible as a rule. However CMD will have the power to make exceptions to this rule on a case to case basis.

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## 7) GENERAL TERMS AND CONDITIONS

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### 7.1 DEPRECIATION

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1. The officer will have to compulsorily retain the device after the completion of lifespan (i.e. three 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-VIII**) 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.
3. Purchase price of the laptop for the purpose of calculating written down value will be the actual purchase price or the corresponding ceiling amount, whichever is lower.

### 7.2 BUY BACK

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On expiry of the *lifespan*, i.e. after 03 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/HRMS section will give intimation to Finance Division regarding expiry of lifespan after verifying the records for making the said recovery and for necessary accounting 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 3 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.

### 7.3 GENERAL CONDITIONS

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- 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 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 anytime 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 cases where employees have already taken laptop by paying the *written down value* shall not be reopened.

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#### 7.4 ACCOUNTING & DISPOSAL

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- 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/division 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 approved life span of the laptop, once the officers pay its *Book value and take ownership of the computer*, the service record entries of old laptop shall 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 etc., 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.
- 5) No new laptop will be allowed to be purchased by the officers while they are on deputation or leave. They can avail the benefits of the policy only after they resume duty in the organization.

- 6) Officer leaving the organization on retirement or on resignation or on dismissal shall deposit the book value with FCI to obtain clearance from the organization and has to take ownership of the laptop.
- 7) Disposal of the gadgets may be as per extent norms prescribed for e-waste disposal.
- 8) Officers on deputation to the corporation will have to mandatorily retain the laptop issued to them by paying the book value while being repatriated to their parent department irrespective of the tenure/deputation period of the officers

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