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DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
OFFICE OF THE SYSTEM ADMINISTRATOR(IT)  
VARUNALAYA PH-I: KAROL BAGH: NEW DELHI-110005  
"STOP CORONA; Wear Mask, Physical Distancing, Hand Hygiene"



No: DJB/SA(IT)/2021/ 96 to 152

Dated: 03/11/2021

ORDER

Sub: Providing Laptop facility to AEEs, AEs & JEs working in Delhi Jal Board- reg.

Delhi Jal Board has issued the following guidelines for the procurement of Laptop/Tablets, etc to be given to its AEEs, AEs & JEs as per the following terms & conditions:

1. All working AEEs, AEs & JEs in the Delhi Jal Board, GNCTD are entitled for re-imbusement towards purchase of Laptop/Tablet up to a maximum limit of Rs. 50,000/- or actual cost of the Laptop/Tablet whichever is less on production of original bill to his/her DDO concerned. The said amount is reimbursable and the eligible officials are entitled to procure the same ones in every five years while working in Delhi Jal Board.
2. The purchase will be made by the AEEs, AEs & JEs himself/herself as per the minimum given specifications :  
  
Screen Size: 14 inch Minimum  
RAM: 4 GB Minimum  
Internal Memory: 500 GB Minimum  
Operating System: Windows  
Processor: i5 Minimum(Generation 10<sup>th</sup>)  
Connectivity: LAN/Wi-Fi/Bluetooth
3. Laptop/Tablet will be under the charge to AEEs, AEs & JEs concerned, in case of removal/termination/resignation of the AEEs, AEs & JEs, he/she will deposit the Laptop/Tablet to the DDO concerned. In case JEs on contractual employment does not deposit the Laptop/Tablet to his/her DDO concerned, an amount of Rs.50,000/- (i.e. actual cost) will be deducted from his/her dues. If there are no dues and the contractual JEs does not deposited the Laptop/Tablet on removal/termination/resignation, DDO concerned will be file a criminal case under the provisions of relevant IPC against the default contractual JE.
4. The concerned AEEs, AEs & JEs will then intimate his/her DDO with the copy of original bills of the procured Laptop/Tablet alongwith the Registration ID. The cost of the Laptop/Tablet as per the original bill of Rs.50,000/- whichever is lower shall be reimbursed by the DDO concerned of the Department within 15 days of submission of the copy of original bill.
5. Depreciation norms as specified in Circular No: F.2/883/CTB/GAD/2012/3126-27 dated 24.09.2013 of General Administration Department(GAD), GNCTD of Delhi, w.r.to procurement of Laptop/Tablet to AEEs, AEs & JEs will be adopted as under-  
  
Year 1 - 50%  
Year 2 - 25%  
Year 3 - 15%  
Year 4 - 10%

6. In case of death of official before completing the five years, it will be assumed that Laptop purchased by individual has outlived its usefulness and therefore no recoveries shall be affected from the deceased's family.
7. The entire responsibility of safety, security & proper maintenance of the procured device shall rest with the beneficiary/procuring official.
8. EDP Cell will remain as a nodal unit for any clarification / query / technical support whatsoever arise in order to employ this facility to concerned AEEs/AEs/JEs.
9. As the reimbursements and recoveries shall be made at the end of concerned DDOs on the event of said purchases, to this effect, no NOC is required from the EDP Cell.
10. This Order will supersede the previously issued Circular No: DJB/CE(Dr.)P-I/F./2013/3583 dated 05/08/2013 of the SA(IT)/CE(Dr.)Project-I.
11. This issues with the concurrence of Finance and approval of the Competent Authority.

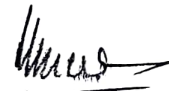


(A. K. Kaushik)  
System Administrator(IT)

All AEEs/AEs/JEs.

Copy for information to:

1. PS to Chairman, DJB
2. PS to Vice Chairman, DJB
3. PS to CEO, DJB
4. Member(Admn.)/Member(Fin.)/Member(W/Dr.)
5. Addl.CEO(DJB)/All CEs
6. All Addl. CEs/Directors/Secretary(DJB)
7. All DDOs/EEs
8. All AOs/AOs



System Administrator(IT)