

**MOST URGENT**

Office of the Pr. Chief Commissioner of Income Tax  
Andhra Pradesh & Telangana  
10<sup>th</sup> Floor, Income Tax Towers, AC Guards, Hyderabad-500 004  
Tel No. 040 23425475, Fax: 23241427/23240403

F.No. Pr.CCIT/Laptop Policy/2018-19.

Date:13-11-2018

To

The Pr.DGIT(Inv.)/CCIT/Pr.CsIT/Pr.DIT(Inv)/CsIT/DIT,  
Andhra Pradesh & Telangana State.

Sir/Madam,

Sub: Procurement of laptops under the 'Information  
Technology Procurement, Obsolescence and Disposal  
Policy - Laptop' of 2015 - Regarding.  
Ref: DIT(Systems), New Delhi's letter in No.F.No.Pr.DGIT(S)/  
ADG(S)-4/Laptop Policy/2014-15/2018-19,dt.24-10-2018.

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Please find enclosed a copy of the letter on the 'Information Technology Procurement, Obsolescence and Disposal Policy - Laptops' circulated by the DIT(Systems) New Delhi vide above referred letter. As per the letter approval for Laptops for the officers of the level of ITO and above has been obtained. The procurement of the laptops is to be aggregated at the level of Pr.CCIT for the region. As per the policy an officer will be entitled to only one laptop. In this regard the Pr.CCIT has to submit a working requirement of the laptops to the Pr.DGIT (Logistics) alongwith the requisition of funds.

2. I am therefore directed to request that the filled in requisition forms from the officers of ITO and above cadre for the procurement of the Laptops may be obtained and forwarded to this office. The requisition form should be as per Annexure B. Form Annexure-B and other necessary details may be downloaded from [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in).

3. **Only 3 months are left in the current Financial Year, therefore, the information may be sent on priority by 21-11-2018 positively, so that Laptops can be procured during the Current Financial Year itself.**

Encl: As above.

Yours faithfully,

(SUBRAHMANYAM TOTA)  
Dy.Commissioner of Income Tax  
(HQrs)(Admn),O/o.thePCCIT,  
Hyderabad.

13.11.18

13/11/18  
DESPATCHED



Sl	Item	Details*
1.	Name of Officer	
2.	Designation	
3.	Office Address	
4.	Tarang Mobile registered in ITBA/ Official Mobile	
5.	Name based official/Government email	
6.	Employee Code	
7.	Choice of Laptop (Select options on the right) (If no option is selected then Windows Business Laptop would be mentioned)	<input type="checkbox"/> Option 1 _____ <input type="checkbox"/> Option 2 _____ <input type="checkbox"/> Option 3 _____ <input type="checkbox"/> Option 4 _____ <input type="checkbox"/> Option 5 _____

\* All details are Mandatory and have to be filled.

I confirm that the details above are correct.

(Signature of Officer)

Note: Signature cannot be that of anyone other than the officer  
(Official Seal/Designation stamp)

#### Official Use

- Details verified and entered in ITBA system.
- Laptop and all accessories received and handed over to Officer as per details below:

Laptop Model	Laptop Sl no	Handed over to (Name & Signature)	Date of Handing Over

- Certified that details of Laptop are Entered in ITBA and in Service Book:

(Signature of LNO/Authorized Officer with date)





आयकर निदेशालय (पद्धति)

DIRECTORATE OF INCOME TAX (SYSTEMS)

ए. आर. ए. सेंटर, भूमि तल, ई-2 झंडेवालान,

ARA Centre, Ground Floor, E-2, Jhandewalan Extension,

नई दिल्ली /New Delhi-110055

F.No Pr.DGIT(S)/ADG(S)-4/Laptop Policy/2014-15/18-19/

Date: 24.10.2018

To

All Pr. CCsIT(CCA),

AP & Telangana/Bihar & Jharkhand/Gujarat/Karnataka & Goa/MP & Chattisgarh/

Odisha/NWR/TN & Puducherry/ Delhi/NER/Rajasthan/UP(W) & Uttarakhand/UP(E)/

Mumbai/Nagpur/Pune/Kerala/West Bengal & Sikkim

Sir/Madam,

**Subject: Procurement of laptops under the 'Information Technology Procurement, Obsolescence and Disposal Policy - Laptop' of 2015 - Reg.**

1. The "Information Technology Procurement, Obsolescence and Disposal Policy : Laptops" (Copy enclosed as Annexure – A) was approved by the Hon'ble Finance Minister on 10.02.2015.
2. The Hon'ble Finance Minister has now approved the procurement of 12,093 laptops for the officers of the level of ITO and above, excluding those working as Administrative Officers, Sr. PS, PS and Official Language Officers but including the EDP Officers under 1% Incentive Scheme at the permissible limit of Rs. 1 lakh per laptop as per the approved laptop policy.
3. The procurement of the laptops has to be done as per the GFRs, the CVC guidelines and the Rules and Regulations relating to Procurement Policy of Department of Expenditure.
4. The procurement of the laptops is to be aggregated at the level of Pr. CCIT(CCA) for the Region. This method is recommended to achieve economies of scale. The laptops are to be procured on the Government e-Marketplace (GeM).
5. The procurement of the laptops has to be done as per the guidelines given in the approved Laptop Policy mentioned above. A Standard Operating Procedure (SOP) along with the Technical Specifications and the requisition form for the procurement to be filled up by the officers are enclosed as Annexure - B to this letter to facilitate the procurement.



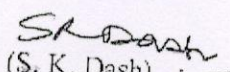
6. As per the approved laptop policy, an officer will be entitled to only one laptop irrespective of the number of the charges he/she holds. The maximum number of laptops to be provided by the Pr. CCIT(CCA), to the officers in the respective Region, should never exceed the sanctioned strength of the eligible officers in the respective Pr. CCIT Region as the approval of procurement of 12,093 laptops is on the basis of the sanctioned strength of the eligible officers.

7. The working of the requirement of the laptops for each Pr. CCIT Region will have to be sent to the Pr.DGIT(Logistics) along with the requisition of funds. The allocation of funds for the procurement of laptops will be done by the ADG(EB) to the respective Pr.CCsIT(CCA). The payment for the laptops has to be made under the Head of 'Office Expenses' by respective Pr. CCsIT(CCA).

8. A report as per the format contained in Para 10 of the SOP is to be submitted by each CIT(Admn. & TPS) O/o Pr. CCIT to the office of Pr. DGIT(Systems) in the monthly DO.

9. This issues with the approval of the Chairperson, CBDT.

Yours Faithfully


  
(S. K. Dash) 24.10.2018  
Pr. DGIT(Systems)  
New Delhi.

**Enclosures:**

1. Annexure-A : "Information Technology Procurement, Obsolescence and Disposal Policy : Laptops" for ready reference.
2. Annexure-B : Standard Operating Procedure for Procuring Laptops along with the Technical Specifications (Annexure - B1, Category A to Category E) and Laptop Requisition Request/2018-19 (Annexure - B2).

**Copy to :**

1. PS to Chairperson, CBDT for kind information.
2. PS to Member(TT&C), Member(Admn.), Member(A&J), Member(Inv.), Member(L), Member(Revenue & TPS), CBDT for kind information.
3. Pr.DGIT(Logistics) for kind information.
4. The Database Cell, for posting on the website "irsofficersonline.gov.in".

  
(Kirti Sankratyayan)  
JDIT(S)-4(1)  
New Delhi.



(b)



Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Direct Taxes  
Directorate of Infrastructure

"A" Wing, 2<sup>nd</sup> Floor, HUDCO Vishala, 14, Bhikaji Cama Place, New Delhi

F.No.DIT(Infra)/Unit-II/PM21/2012-13/(VOL-II)

Dated: 1.2.15

**Information Technology Procurement, Obsolescence and Disposal Policy: Laptops**

**1. Eligibility**

The laptops are being provided by the Income Tax Department to its officers for enhancing their efficiency and promoting a system-driven business environment in the Department. The following categories of officers are eligible for receiving laptops under the present policy:

- a) All Officers of the level of ITO and above, as approved by the Competent Authority.
- b) Eligible Officers on deputation training, foreign services and any kind of sanctioned leave would also be entitled to receive laptops.

**2. General**

- a) An officer will be entitled to only one laptop irrespective of the number of charges he/she holds.
- b) The Laptop is not linked to any particular post and once Issued shall continue to be in possession of the officer irrespective of transfer, deputation, foreign service, leave etc.
- c) Income Tax Department will neither be responsible nor liable for any contractual, legal and statutory issues arising out of the any laptop related act of an Officer on his own personal accord.
- d) The laptops are expected to be used by the officers in discharging their official duties.
- e) This policy would be applicable to existing laptops as well as all new procurements after issue of this policy.
- f) This policy shall be applicable to all employees of Income Tax Department.
- g) This policy does not authorize any kind of condemnation or write-off of the laptops except as under Para 14 below.
- h) Unless specified/approved otherwise, this policy or a part thereof shall not be applicable on Laptops procured under any other policy provision/estimate. For such equipments, extant practice of maintenance, disposal etc. of office equipments shall be applicable.

**3. Financial Estimate**

It is envisaged to have a comprehensive and yet competitive quote and quality services for the laptops. Cost of each laptop would include two elements:



- (6)
- A. Laptop along with standard software, battery, charger and carry case:
  - B. Additional items:
    - (i). Comprehensive warranty for the entire 'useful life' including replacement of battery and charger,
    - (ii). Maintenance and support services (AMC) for the entire 'useful life',
    - (iii). Auxiliary devices (if any),
    - (iv). All add-on application software (MS-Office, Antivirus etc.)
    - (v). Support and updates for application software for the entire 'useful life'

Financial Limit: A combined financial limit of Rs. 1,00,000/- is stipulated for combined cost of both Items A and B above, or on actual whichever is less.

'Useful Life' means the useful life of the laptop as per this policy. Tender document should require the bidders to quote the pricing of different components separately so as to reflect the costing of different items.

#### 4. Hardware Technical Specifications

The laptop should be of latest state of the art technology.

- (a) The technical specifications would be finalized by a Committee constituted by the Director General of Income Tax (Systems) at the time of procurement.
- (b) Considering the functional requirement, the laptop should be compatible with System for Online Learning of Taxation, portable, fitted with Camera, speaker and microphone.
- (c) The hard disk drive should support encryption in the interest of security of data.
- (d) Laptop included all its accessories. Accessories may be purchased along with the Laptop or any time later during its useful life.
- (e) Internet connectivity card is not being provided under the scheme.

#### 5. Add-on Application software

The laptop should be of latest state of the art technology.

- (a) The requirement of Software may be finalized by a Committee constituted by the Director General of Income Tax (Systems).
- (b) The laptop should be loaded with original software like MS-Office, Antivirus etc.

#### 6. Useful Life

Four Years from the date of issue after which the laptop should be replaced in the fifth year.

#### 7. Ownership

- a) The laptop to be provided to the eligible officer shall be treated as official equipment in possession of the officer.
- b) The laptop shall be owned by the Income Tax Department till such time the laptop is disposed off, as provided in Clause 14 of this policy.

Officers are not permitted to take ownership of the Laptop by way of deposit of the residual value of old laptop or seek new laptop before the expiry of the 'Useful Life' of the laptop as defined in Para 6



above. This clause shall however not apply to officers leaving the organization on superannuation, who shall be allowed the option of retaining the Laptop on deposit of the residual value.

#### 8. Repair and Maintenance

- a) Income Tax Department (or the respective vendor as per the procurement terms) shall bear the expenditure incurred over repairs of damages in normal course, replacement of faulty components and maintenance activity carried out through the entire useful life or till the time laptop is not replaced by Department, whichever is later.

#### 9. Loss

- a) Safety and upkeep of the Laptops, implying careful handling, protection from damage & theft etc., shall be the responsibility of the officer concerned.
- b) In case of loss, the Officer concerned shall be responsible for compensating the Income Tax Department for the residual value. Cost of Insurance to be done, if any, shall be borne by the officer concerned personally.

#### 10. Data Security

- a) All security guidelines issued by the Government including DOE guidelines from time to time should be followed.
- b) The memory of laptops must be kept encrypted & lock enabled to prevent the leakage of data in the event of loss of laptop.
- c) The officer should regularly maintain a backup of the laptop data separately. In case the backup is being maintained in a portable hard drive the same should also be kept in encrypted form and lock enabled. Necessary support shall be covered through AMC of the laptop.

#### 11. Record Management

- a) The office providing the laptop shall ensure entry of laptops issued and surrendered in the Service Record of the officer.
- b) The stock register of the CCIT(CCA) should have details of name, designation of the officer, laptop model details, laptop serial number, date of issue etc.
- c) Office of each CCIT is also required to safely keep and maintain the due acknowledgements of receipts of laptops by the officers along with details like name of officers, designation of the officer, laptop model details, laptop serial number, date of issue etc.

#### 12. Retirement/Leaving the Organisation

- a) At the time of superannuation the Officer may either (i) return the laptop completely with all accessories and software to the office or (ii) retain the same with him. In case the second option is exercised the officer shall be responsible for compensating the Income Tax Department for the residual value and all utility software purchased as separate item are required to be cleaned off the laptop.



(63) 12

b) The above needs to be complied with before retirement dues are finally released and 'No Dues certificate' is given by the Competent Authority.

c) The officer who is given the device shall be personally responsible for its safety and security, which shall continue to remain Government property. In case of its loss, 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.

13 Depreciated Value/Residual Value

a) Value arrived at after considering depreciation @25% per annum on straight line method.

b) The depreciated value is of the price of the laptop hardware and accessories including Licensed operating system only, as defined in Clause 3A above. This does not include any utility software which is bought along with the machine as separate item. The ownership of such software remains with the Income Tax Department.

14. Modes of Disposal of laptops after completion of useful life: Laptops completing their 'useful life' may be disposed off as under, in the following order:

a) Officer may retain the laptop as per schema provided in clause 7 above. In such case he shall be responsible for compensating the Income Tax Department for the value arrived at after considering depreciation @ 25% on straight line method to determine the residual value. All add on application software purchased as separate item are required to be cleaned off the laptop.

b) Laptops in good working condition may be donated to schools. In File No. Pub- 1(65)/PRPP& OL/2009-10 on the subject of an effective communication strategy for school children, Finance Minister has approved the proposal to donate old computers to school for children.

c) Laptops may be offered under buy back to the vendor from whom the new laptops are being purchased may be considered at the time of purchase of new laptops by invoking the provision of Rule 162 of General Financial Rules, 2005.

d) Remaining unserviceable laptops may be disposed off as e- waste through certified agencies, as per the e-waste policy enunciated by the Department of Electronics and Information Technology (DEIT), GOI.



## **Annexure B: Standard Operating Procedure for Procuring Laptops**

The Information Technology Procurement, Obsolescence and Disposal Policy, as approved by the Hon'ble Finance Minister, has prescribed provision of laptops to officers of the level of Income Tax Officers and above including EDP officers (excluding those working as Administrative Officers, Sr. PS, PS and Official Language Officers) for discharge of official work and to promote system driven business environment in the Department.

The Minimum Technical Specifications have been finalised for the five laptop categories i.e. Windows Business Laptop (Default option), Windows Large Screen Laptop, Windows HDD Laptop, Windows Ultra Book and Windows Convertible Laptop (enclosed as Annexure B 1; Category A to Category E).

II. The Standard Operating Procedure (SOP) for the procurement of laptop is as under:

1. Pr. CCIT(CCA) would appoint a Laptop Nodal officer (LNO) not below the rank of CIT to coordinate the laptop procurement and distribution in the Region.
2. The concerned officer will give the request for the laptop in the Laptop Requisition Request form enclosed as Annexure-B2 and the option of laptop has to be given from Category - A to Category - E of Annexure - B1.
3. The officers who are on deputation/leave will give their written request to the Pr. CCIT(CCA) in whose Region they are working while on deputation/proceeded on leave and has service book.
4. The Pr.CCIT(CCA)/LNO should initiate the procurement process on GeM in line with the prescribed procedure following the GFRs and CVC guidelines.
5. The Pr.CCIT(CCA)/LNO should aggregate the number of Laptops under each category as per the choices given by the Officers of the Region. The Pr.CCIT(CCA)/LNO should initiate the procurement process on GeM in line with the prescribed procedure. Five separate bids for five laptop categories (if required) will have to be uploaded on GeM.
6. In a situation where the combined cost of the laptop category (discovered after bidding on GeM) exceeds the financial limit of Rs. 1,00,000/-, the specific laptop category will not be purchased and corresponding quantity will be increased in the laptop category (based on the next option of the user). Alternately, the Technical Specifications given in Annexure B 1 (Category A to Category E) may be reduced to ensure that the combined cost of the laptop category(discovered after bidding on GeM) is within the financial limit of Rs. 1,00,000/- but basic functional specifications like processor, memory, storage, security, certifications, operating system, antivirus and productivity software should not be changed and taken from the given technical specifications only.
7. The Pr.CCIT(CCA)/LNO would devise the local procedures for receipt of Laptops from the successful bidder(s) and the subsequent distribution of the laptops to the



Officers in accordance with their choice and also for making payment to the successful bidder (s) within the region.

8. The Pr.CCIT(CCA)/LNO should devise suitable procedures to ensure that the details of purchase and handing over of the laptop to the officers are recorded in the officer's Service Book in ITBA and should also place a copy of the printout in the physical copy of the service book, along with 'period of useful life' of the laptop.
9. The Pr.CCIT(CCA)/LNO should ensure that details of the Laptop issued to the employee (with Employee Code) are entered in the Asset Management Module of HRMS of ITBA (ITBA instruction will be issued separately) and the physical asset register maintained in the Pr. CCIT(CCA) office.
10. The CII(Admn. & TPS) O/o Pr.CCIT(CCA) should send a report of their respective Regions to the Pr. DGIT(Systems) in the Monthly DO in the following format:

Total Upto Last Month		During the month		Progressive total upto the month		Sanctioned strength of the eligible officers
Number of laptops procured	Amount paid for procurement of laptops	Number of laptops procured	Amount paid for procurement of laptops	Number of laptops procured	Amount paid for procurement of laptops	



**Annexure B1: Technical Specifications for the Laptops**  
**Category A: Windows Business Laptop (Default Option)**

Processor	Latest generation (launched in 2018 or later) x86 multithreaded Quadcore processor (Intel Core i7 or equivalent processor) @ 1.80 GHz or higher
Memory	16 GB DDR4 RAM
Storage	512 GB DDR4 SSD
Battery	Minimum 10 Hours
Display	13" or more diagonal LED-backlit Full HD
Keyboard	Spill proof and back-lit keyboard
Weight	Not more than 1.4Kgs with battery
Graphics	Integrated Intel® HD Graphics 620 (or equivalent) or better
Security	TPM based encryption, BIOS Guard, Identity protection technology, finger print reader, face recognition
Durability	Military Standards 810G with minimum 10 passing procedures
Wireless	Integrated wireless 802.11 ac dual band
Bluetooth	Integrated Module with Bluetooth 4.0 wireless technology or better
Webcam	720p HD integrated webcam or better
Speakers/ Microphones	Integrated speakers and microphone
Ports	1 Type C/Thunderbolt USB port or more, 2 USB 3.0 port or more, 10/100/1000 Gigabit Ethernet port/converter, Microphone/stereo combo ports
Display Ports	HDMI/Display Port/Mini Display Port/Thunderbolt
Certifications	Energy Star 6.0, EPEAT Gold Certified
Operating System	Preloaded Windows 10 Professional Edition 64 bit or later version
Antivirus	Intel Security(McAfee), Symantec, Trend Micro, Kaspersky Lab or any other antivirus named as 'Leader' in Gartner Magic Quadrant
Productivity Software	Office 365 or Office 2016 or equivalent

Note: The AMC, warranty etc. should be taken as per the 'Financial Estimate' [Para 3] of the 'Information Technology Procurement, Obsolescence and Disposal Policy – Laptop'dated 10.02.2015.



**Annexure B1: Technical Specifications for the Laptops**  
**Category B: Windows Large Screen Laptop**

Processor	Latest generation (launched in 2018 or later) x86 multithreaded Quadcore processor (Intel Core i7 or equivalent processor) @ 1.80 GHz or higher
Memory	16 GB DDR4 RAM
Storage	512 GB DDR4 SSD
Battery	Minimum 8Hours
Display	15" or more diagonal LED-backlit Full HD
Keyboard	Spill proof and back-lit keyboard
Weight	Not more than 2.2Kgs with battery
Graphics	Integrated Intel® HD Graphics 620 (or equivalent) or better
Security	TPM based encryption, BIOS Guard, Identity protection technology, finger print reader, face recognition
Durability	Military Standards 810G with minimum 10 passing procedures
Wireless	Integrated wireless 802.11 ac dual band
Bluetooth	Integrated Module with Bluetooth 4.0 wireless technology or better
Webcam	720p HD integrated webcam or better
Speakers/ Microphones	Integrated speakers and microphone
Ports	1 Type C/Thunderbolt USB port or more, 2 USB 3.0 port or more, 10/100/1000 Gigabit Ethernet port/converter, Microphone/stereo combo ports
Display Ports	HDMI/Display Port/Mini Display Port/Thunderbolt
Certifications	Energy Star 6.0, EPEAT Gold Certified
Operating System	Preloaded Windows 10 Professional Edition 64 bit or later version
Antivirus	Intel Security(McAfee), Symantec, Trend Micro, Kaspersky Lab or any other antivirus named as 'Leader' in Gartner Magic Quadrant
Productivity Software	Office 365 or Office 2016 or equivalent

Note: The AMC, warranty etc. should be taken as per the 'Financial Estimate' [Para 3] of the 'Information Technology Procurement, Obsolescence and Disposal Policy – Laptop' dated 10.02.2015.



**Annexure B1: Technical Specifications for the Laptops**  
**Category C: Windows HDD Laptop**

Processor	Latest generation (launched in 2018 or later) x86 multithreaded Quadcore processor (Intel Core i7 or equivalent processor) @ 1.80 GHz or higher
Memory	16 GB DDR4 RAM
Storage	256 GB DDR4 SSD + 1 TB HDD
Battery	Minimum 8 Hours
Display	15" or more diagonal LED-backlit Full HD
Keyboard	Spill proof and back-lit keyboard
Weight	Not more than 2.8Kgs with battery
Graphics	Integrated Intel® HD Graphics 620 (or equivalent) or better
Security	TPM based encryption, BIOS Guard, Identity protection technology, finger print reader, face recognition
Durability	Military Standards 810G with minimum 10 passing procedures
Wireless	Integrated wireless 802.11 ac dual band
Bluetooth	Integrated Module with Bluetooth 4.0 wireless technology or better
Webcam	720p HD integrated webcam or better
Speakers/ Microphones	Integrated speakers and microphone
Ports	1 Type C/Thunderbolt USB port or more, 2 USB 3.0 port or more, 10/100/1000 Gigabit Ethernet port/converter, Microphone/stereo combo ports
Display Ports	HDMI/Display Port/Mini Display Port/Thunderbolt
Certifications	Energy Star 6.0, EPEAT Gold Certified
Operating System	Preloaded Windows 10 Professional Edition 64 bit or later version
Antivirus	Intel Security(McAfee), Symantec, Trend Micro, Kaspersky Lab or any other antivirus named as 'Leader' in Gartner Magic Quadrant
Productivity Software	Office 365 or Office 2016 or equivalent

Note: The AMC, warranty etc. should be taken as per the 'Financial Estimate' [Para 3] of the 'Information Technology Procurement, Obsolescence and Disposal Policy – Laptop' dated 10.02.2015.



**Annexure B1: Technical Specifications for the Laptops**  
**Category D: Windows Ultra Book**

Processor	Latest generation (launched in 2018 or later) x86 multithreaded Quadcore processor (Intel Core i7 or equivalent processor) @ 1.80 GHz or higher
Memory	16 GB DDR4 RAM
Storage	512 GB DDR4 SSD
Battery	Minimum 10 Hours
Display	13" or more diagonal LED-backlit Full HD
Keyboard	Spill proof and back-lit keyboard
Weight	Not more than 1.25Kgs with battery
Graphics	Integrated Intel® HD Graphics 620 (or equivalent) or better
Security	TPM based encryption, BIOS Guard, Identity protection technology, finger print reader, face recognition
Durability	Military Standards 810G with minimum 10 passing procedures
Wireless	Integrated wireless 802.11 ac dual band
Bluetooth	Integrated Module with Bluetooth 4.0 wireless technology or better
Webcam	720p HD integrated webcam or better
Speakers/ Microphones	Integrated speakers and microphone
Ports	2 Type C/Thunderbolt/USB 3.0 port or more, 10/100/1000 Gigabit Ethernet port/converter, Microphone/stereo combo ports
Display Ports	HDMI/Display Port/Mini Display Port/Thunderbolt
Certifications	Energy Star 6.0, EPEAT Gold Certified
Operating System	Preloaded Windows 10 Professional Edition 64 bit or later version
Antivirus	Intel Security(McAfee), Symantec, Trend Micro, Kaspersky Lab or any other antivirus named as 'Leader' in Gartner Magic Quadrant
Productivity Software	Office 365 or Office 2016 or equivalent

Note: The AMC, warranty etc. should be taken as per the 'Financial Estimate' [Para 3] of the 'Information Technology Procurement, Obsolescence and Disposal Policy – Laptop' dated 10.02.2015.



**Annexure B1: Technical Specifications for the Laptops**  
**Category E: Windows Convertible Laptop**

Processor	Latest generation (launched in 2017 or later) x86 multithreaded dualcore processor (Intel Core i7 or equivalent processor) @ 2.7 GHz or higher
Memory	16GB RAM
Storage	512 GB SSD
Battery	Minimum 10 Hours
Display	12" or more diagonal LED-backlit Full HD(with Touch)
Keyboard	Spill proof and back-lit keyboard
Weight	Not more than 1.4Kgs with battery
Graphics	Integrated Intel® HD Graphics 620 (or equivalent) or better
Security	TPM based encryption, BIOS Guard, Identity protection technology, finger print reader, face recognition
Durability	Military Standards 810G with minimum 10 passing procedures
Wireless	Integrated wireless 802.11 ac dual band
Bluetooth	Integrated Module with Bluetooth 4.0 wireless technology or better
Webcam	720p HD integrated webcam or better
Speakers/ Microphones	Integrated speakers and microphone
Ports	2 Type C/Thunderbolt/USB 3.0 port or more, 10/100/1000 Gigabit Ethernet port/converter, Microphone/stereo combo ports
Display Ports	HDMI/Display Port/Mini Display Port/Thunderbolt
Certifications	Energy Star 6.0, EPEAT Gold Certified
Operating System	Preloaded Windows 10 Professional Edition 64 bit or later version
Antivirus	Intel Security(McAfee), Symantec, Trend Micro, Kaspersky Lab or any other antivirus named as 'Leader' in Gartner Magic Quadrant
Productivity Software	Office 365 or Office 2016 or equivalent

Note: The AMC, warranty etc. should be taken as per the 'Financial Estimate' [Para 3] of the 'Information Technology Procurement, Obsolescence and Disposal Policy – Laptop' dated 10.02.2015.



Laptop Requisition Request/2018-19

Sl	Item	Details*
1.	Name of Officer	
2.	Designation	
3.	Office Address	
4.	Tarang Mobile registered in ITBA/ Official Mobile	
5.	Name based official/Government email	
6.	Employee Code	
7.	Choice of Laptop (Select options on the right) (If no option is selected then Windows Business Laptop would be mentioned)	<input type="checkbox"/> Option 1 _____ <input type="checkbox"/> Option 2 _____ <input type="checkbox"/> Option 3 _____ <input type="checkbox"/> Option 4 _____ <input type="checkbox"/> Option 5 _____

*\* All details are Mandatory and have to be filled.*

I confirm that the details above are correct.

(Signature of Officer)

*Note: Signature cannot be that of anyone other than the officer*

(Official Seal/Designation stamp)

**Official Use**

1. Details verified and entered in ITBA system.
2. Laptop and all accessories received and handed over to Officer as per details below:

Laptop Model	Laptop Sl no	Handed over to (Name & Signature)	Date of Handing Over

3. Certified that details of Laptop are Entered in ITBA and in Service Book:

*(Signature of LNO/Authorized Officer with date)*