



सत्यमेव जयते

प्रधान मुख्य आयकर आयुक्त का कार्यालय

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX

आन्ध्र प्रदेश एवं तेलंगाना / ANDHRA PRADESH & TELANGANA

दसवीं मंजिल, डी ब्लॉक, आयकर शिखर / 10th Floor, D Block, Income tax Towers

ए सी गार्ड्स, हैदराबाद / A C Guards, Hyderabad.

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F.No. Pr.CCIT/Addl.CIT(Hq)/ITO(Wel)/LAPTOP/20-21

Dated: 02.06.2020

OFFICE MEMORANDUM

Sub: Distribution of laptop received at Hyderabad, O/o.The Pr Chief Commissioner of Income Tax, Hyderabad - Reg.

Laptop along with one carry case (Laptop Bag) will be supplied to all officers and the *Laptop serial number mentioned on the Laptop is required to be properly verified* before acknowledging the receipt of Laptop. The Laptop User ID and other details have been mentioned on sticker pasted below Laptop.

The details of Laptop are to be entered on officers Service Book on ITBA and copy of printout to be pasted in physical copy of Service Book of Officer. [As per para.9 of attached SOP for distribution of laptop issued by Directorate of Infrastructure in F.No. ADG(Infra) / Admin / Laptop Distribution/2019-20, dated.17.03.2020]. After distribution of Laptops to individual officers, distribution list will be circulated and on the basis of said list, *a compliance report of entering details of Laptop on officers service book on ITBA has to be submitted to this office along with copy of ITBA screenshot and copy of page of physical service book within 07 days of circulation of distribution list by this office.*

The use of Laptops are to be strictly followed as per Circular / Guidelines issued by Board from time to time. For resolution of any Hardware and Software issue following are the contact numbers of service provider and officers are required to contact them directly through their official name based Email ID.

HARDWARE ISSUE	SOFTWARE ISSUE
M/s HP India Sales Pvt Ltd Toll free No: 18002587270 / 18002587271 (Code- 9705) Hemanth Kumar (Executive): 7827297304	IBM Helpdesk Toll free No: 1800110015 Telephone No: 040-23425217

(SARISH IRUKULLA)

Addl Commissioner of Income Tax(Hqrs & Admin)

Nodal Officer for Laptop Distribution

O/o.The Pr Chief Commissioner of Income Tax, Hyderabad



भारत सरकार/ GOVERNMENT OF INDIA

वित्त मंत्रालय/ MINISTRY OF FINANCE

राजस्व विभाग/ DEPARTMENT OF REVENUE

केन्द्रीय प्रत्यक्ष कर बोर्ड/ CENTRAL BOARD OF DIRECT TAXES

माघारिक संरचना निदेशालय/ DIRECTORATE OF INFRASTRUCTURE

कमरा नंबर 154, दूसरी मंजिल, गेट नंबर 1, 'के' रैप, जवाहर लाल नेहरू स्टेडियम, प्रगति विहार, नई दिल्ली 110003

Room no. 154, 2nd Floor, Gate No.1, 'K' Ramp, JawaharLal Nehru Stadium, Pragativihar, New Delhi-110003

F. No. ADG(Infra)/Admin/Laptop Distribution/2019-20

Dated: 17/03/2020

To

The Pr. Chief Commissioner of Income Tax

Bengaluru/Chennai/Kanpur/Mumbai//New Delhi/Kochi

NWR-Chandigarh/Lucknow/Kolkata/Jaipur/NER-Guwahati/Patna/Ahmedabad/Bhopal

Bhubaneswar/Hyderabad/Nagpur/Pune.

The Chief Commissioner of Income Tax/Commissioner of Income Tax

Colmbatore/Madurai/Dehradun/Thane/Vadodara/Surat

Ghaziabad/Panchkula/Indore/Ludhlana/Shimla/Tiruchirappalli

Ihruvananthapuram/ Raipur/Jodhpur/Bareilly/Vijayawada/Panaji-Goa/Allahabad

Amritsar/ Nashik/Rajkot/Ranchi/ Visakhapatnam/Shillong/Udaipur.

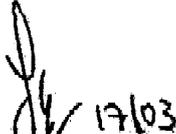
Sub : Standard Operating Procedure - Supply of Laptops to the eligible officer(s) of the department after procurement made against Bid no. GeM/2019/B/413815.

Sir/Madam,

I am directed to Inform that the Directorate of Infrastructure has published a Bid no. GEM/2019/B/413815 for procurement of 10321 Laptops, with customized technical specifications to be delivered at forty four (44) locations to prefixed consignees / nodal officer(s). The Bid is awarded to vendor named - M/s. HP India Sales Pvt. Ltd. for supply of Laptops. Presently, the vendor has been asked to supply the 10342 laptops at these locations as per the list enclosed herewith. The supplies are initiated by the vendor and will be reaching consignee locations shortly.

I am further directed to forward herewith a 'Standard Operating Procedure' for distribution of Laptops required to be supplied to the respective authorized nodal officer of the consignee locations to bring in uniformity in process of distribution and record maintenance.

Encl : As above.


(SHAILENDRA LODHA)
ADIT(Infra), Unit-III/Co-ordination
New Delhi

STANDARD OPERATING PROCEDURE FOR DISTRIBUTION OF LAPTOPS

1. Initially the Vendor will supply the laptops factory box packed. The same is required to be stored at safe dry place.
2. The executives from M/s. HP India Sales P Ltd. will contact, nodal officers and will install Kaspersky Antivirus, and 'Libre Office' package Individually in each and every laptop. A carry case (Laptop bag) will also be supplied.
3. Upon receipt of the proscribed goods as per revised Contract / Purchase Order, the consignee / nodal officer is required to submit online 'Provisional Receipt Certificate (PRC) through the GeM portal; within 48 Hours in PDF format which will contain details of the quantity received and date of Receipt of the Consignment.
4. After verification of laptops delivered including assessment as to compliance with the quality (Including Technical Specifications, Physical Damage etc.) and quantity, the Consignee will Issue on-line digitally signed Consignee's Receipt & Acceptance Certificate (CRAC) on GeM portal, for that stage within 10 days of date of issue of PRC. The CRAC would clearly indicate:
 - The Order quantity
 - Rejected quantity (if any, with reasons for rejection Including shortages/ damaged /unaccepted quality)
 - Quantity accepted and cleared for payment
5. A register needs to be prepared with following details :

Sr. No.	Laptop Model	Laptop Sr. No.	Handed over to			
			Name	Designation	Date	Signature

This register must be kept in safe custody of officer authorized by Pr. CCIT/ CCIT of each consignee location, once distribution is completed.

6. All officers of the level of ITOs & above, excluding those working as Administrative Officers, Sr. PS, PS and Official Language Officers but including the eligible EDP officers (DPA Grade 'B' & above) are to be provided one laptop each

on working strength basis. No officer to be supplied more than one laptop.

7. The Pr. CCIT/CCIT should ensure that proper entries are mandatorily made in Physical Fixed Asset register maintained in Pr. CCIT office and E-asset register under existing rules.
8. The Pr. CCIT/CCIT should ensure that the details of the Laptop issued to the employee (with employee code) are entered in the Asset management Module of HRMS of ITBA.
9. Details of Laptop are to be entered on officer's service book on ITBA and a copy of printout in physical copy of Service Book of the officer indicating 'Period of useful life' of laptop as per 'Information Technology Procurement, Obsolescence and Disposal policy - Laptops' as circulated vide F. No. DIT(Infra)/Unit-II/PM-21/2012-13/(Pt. File)/180 dated: 23/04/2015.


17/03
(SHAIENDRA LODHA)
ADIT(Infra), Unit-III/Co-ordination
New Delhi