

**केन्द्रीय विद्यालय संगठन,  
भोपाल संभाग**

मैदा मिल के सामने, भोपाल-462 011

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**KENDRIYA VIDYALAYA SANGATHAN  
BHOPAL REGION**

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F.6-1/2016/KVS/RO/BPL Bhopal/Acad/

Date 13.04.2016

The Principal

ALL Kendriya Vidyalaya

Bhopal Region

URGENT/Top Priority

Subject: Laptop for Officers Drawing Grade Pay of Rs. 7600/- and above-reg

Madam/Sir,

With reference to subject cited above please find enclosed herewith the letter No. F.No. 6-1/KVS(HQ)/EDP/2016/Laptop dated 12.04.2016 received from KVS(HQ) New Delhi.

In this connection you are requested to provide the required information in prescribed format to this office latest by 13.04.2016 AN.

Yours faithfully

Dr.(Mrs.) B. Kaur

Assistant Commissioner



केन्द्रीय विद्यालय संगठन / KENDRIYA VIDYALAYA SANGATHAN  
(Min. of HRD, Deptt. of Education, Govt. of India)  
18-संस्थान क्षेत्र / 18-Institutional Area  
शाहीद जेत सिंह मार्ग / Shaheed Jeet Singh Marg  
नई दिल्ली - 110016 / New Delhi - 110016  
Te l: 011-26856498, Fax N o. 011-26514179  
www.kvsangathan.nic.in

F.No. 6-1/KVS (HQ)/EDP/2016/Laptop

Dated 12.04.2016

The Deputy Commissioner/Director  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIETs

Sub : Laptop for Officers Drawing Grade Pay of Rs. 7600/- & above.

Madam/Sir,

With reference to the Circular GI MF., OM No. F.No. 8 (25)/2012-E-II(A), Dated 19/09/2014 issued by Department of Expenditure, Ministry of Finance, Govt. of India, wherein, it is stated that Laptop, Tablet, Notepad, Ultrabook, Notebook, Netbook or devices of similar category may be issued to Officers of Rank of Deputy Secretary/Equivalent & above for discharge of Official Work.

In KVS, Laptop can be issued to the Officers drawing Grade Pay of Rs. 7600/- & above i.e. Principal & above.

This would however be subject to the following conditions:

- (i) Cost of the device, including standard software should not exceed Rs. 70,000/-
- (ii) Purchase procedures prescribed under GFRs/CVC guidelines may be followed.
- (iii) The officers who is given he 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 officers based on the book value of the device. The officers concerned will be at liberty to get the device insured at his personal cost.
- (iv) Only one device may be issued to an entitled officer. The officer will have the option to retain the device after four years by paying 10% of the original cost.
- (v) For the purpose of calculating of the book value, a depreciation of 25% per year, on reducing balance, be adopted.
- (vi) No new device may be sanctioned to an officers, who has already been allotted a device in a Ministry/ Department, upto four years or till the fitness of such device is certified by NIC of that Ministry/Department, whichever is later. Upon the transfer of the officer to another Ministry/Department of the Government of India, he may exercise the option of carrying this device to his new

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posting with the approval of the Administrative Secretary. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer from Ministry/Department, except when such device has completed the stipulated period of four years or its useful lifespan, whichever is later.

- (vii) Disposal of the gadget may be as per extant norms prescribed for e-waste disposal.

Deputy Commissioner of the respective regions are requested to send the requirement of the Laptops for the Principals/Officers subject to the condition cited above in the below mentioned format:

Name of Region/ZIET: \_\_\_\_\_

S. No.	Name of the Officers	Designation	Address of the KV/Office	Contact No. of KV/Office	e-mail ID of KV/Office	Date of Retirement	Justification for providing Laptop	Whether already issued Laptop by KVS, If YES, Date of issue
1	2	3	4	5	6	7	8	9

The required information may please reach to the undersigned in EXCEL FORMAT only latest by 18/04/2016 (F/N). Any request received after due date will not be entertained.

Thanking You.

Yours faithfully

*(Signature)*  
(P.V.Sai Ranga Rao)

Deputy Commissioner (Acad/EDP)

**Copy to:**

1. PS to Commissioner, KVS
2. PS to Addl. Commissioner (Acad.), KVS
3. PA to Joint Commissioner (Acad.), KVS
4. All the Divisional Heads of the KVS (HQ)