

No. 03(04)/2023-E.II(A)  
Government of India  
Ministry of Finance  
Department of Expenditure  
E.II (A) Branch  
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North Block, New Delhi  
Dated: November 09, 2023

**OFFICE MEMORANDUM**

Subject: Instructions for the purchase of laptops/notebooks and similar devices for eligible officers – reg.

The undersigned is directed to refer to this Department's OM No. 03(20)/2022-E.II(A) dated 21 July, 2023 on the subject mentioned above, whereby instructions have been issued to Ministries/Departments for issue of laptop/notebooks/mobile-phones and similar devices to eligible officers of Government of India.

2. In this connection, it has come to the notice of this Department that various Ministries/Departments have issued their own polices on subject which are not in line with the spirit of the guidelines issued by this Department. Accordingly, Ministry/Departments are hereby directed to stop/withdraw their own policies on the subject and strictly adhere to the instructions issued by this Department in letter and spirit.

3. This issues with the approval of Competent Authority.

  
(Avinash K. Nilankar)

Deputy Secretary to the Government of India

To

- 1) All Secretaries of Ministry/Department to the Government of India – as per standard list.
- 2) All Financial Advisors.

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