



***Draft Policy for
Providing IT Equipments in
Punjab Government Offices***

Government of Punjab

**Department of Governance Reforms,
SCO 193-195, Sector-34A,
Chandigarh-160022**

Date of Issue :

Policy for Providing IT Equipments in Punjab Government Offices

1.0 Vision:

- 1.1. Government of Punjab has envisioned leveraging the latest available resources of Information Technology & making it the part of each & every Government office in order to make Government functions & processes more efficient, effective, transparent and to move towards a less-Paper environment so that public at large can be benefitted.

2.0 Objectives:

- 2.1. To make each government employee computer literate
- 2.2. To enable Government to function swifter, effective and to move towards a less-Paper environment.
- 2.3. To provide IT Equipment to the Employees who are directly associated with delivery of services to the common citizens on priority basis
- 2.4. To maintain a robust governance system of IT Equipments

3.0 Definitions

- 3.1. **IT Equipments** means Desktop Computer, multi-functional Printer (copy, scan & fax), Network Printer, Laser Printer and UPS.
- 3.2. 'Desktop' further includes Personal Computer, all its accessories, pre-loaded licensed Operating Systems (OS), licensed office suite, Anti-virus, internet security tools, warranty for three years.

4.0 Eligibility:-

Following shall be eligible for getting IT equipment under this policy:-

Category No.	Office/Officials	Eligibility
1.	All Branches of Governor of Punjab office	1 Desktop with UPS + 1 Multifunctional Printer Per Branch
2.	Personal Staff of Governor of Punjab	2 Desktop with UPS + 2 Multifunctional Printer
3.	All Branches of Chief Minister & Deputy Chief minister office	1 Desktop with UPS + 1 Network Printer Per Branch
4.	Personal Staff of Chief Minister	2 Desktop with UPS + 2 Multifunctional Printer
5.	Chief Minister Residence	2 Desktop with UPS + 2 Multifunctional Printer
6.	Deputy Chief Minister Residence	2 Desktop with UPS + 2 Multifunctional Printer
7.	Personal Staff of Deputy Chief Minister	2 Desktop with UPS + 2 Multifunctional Printer
8.	All Cabinet Ministers	1 Desktop with UPS + 1 Multifunctional Printer
9.	Office of Cabinet Minister	2 Desktop with UPS + 2 Laser Printer
10.	All Chief Parliament Secretaries	1 Desktop with UPS + 1 Multifunctional Printer
11.	Office of Chief Parliament Secretary	1 Desktop with UPS + 1 Laser Printer
12.	All Ministers of State	1 Desktop with UPS + 1 Multifunctional Printer
13.	Office of Minister of State	1 Desktop with UPS + 1 Laser Printer per office
14.	Chief Secretary	1 Desktop with UPS + 1 Multifunctional Printer
15.	Office of Chief Secretary	2 Desktop with UPS + 2 Multifunctional Printer

Category No.	Office/Officials	Eligibility
16.	All Administrative Secretaries	1 Desktop with UPS + 1 Multifunctional Printer
17.	Personal Staff of Administrative Secretary	1 Desktop with UPS + 1 Laser Printer
18.	All other officers at the level of Secretaries/Special Secretaries/ Head of Departments (HODs) & above	1 Desktop with UPS + 1 Multifunctional Printer
19.	Personal Staff of Secretaries/Special Secretaries/ Head of Departments (HODs)	1 Desktop with UPS + 1 Laser Printer
20.	All Deputy Secretaries & Under Secretaries	1 Desktop with UPS + 1 Laser Printer
21.	All Superintendents	1 Desktop with UPS
22.	All Assistants	1 Desktop with UPS
23.	All Stenographers	1 Desktop with UPS

- 4.1. All the administrative secretaries shall also be eligible to get one additional High Speed Scanner. This scanner shall remain in the custody of personal staff of the concerned administrative secretary.
- 4.2. All branches shall be equipped with High Speed network printer & scanner.
- 4.3. All offices where more than 10 Desktops are installed, Centralised UPS should be preferred in order to have ease of maintenance & reducing the carbon footprints in the environment.
- 4.4. Administrative Secretary of the Department may also sanction any additional requirement of IT Equipment for any other branch/ office/ officer of his/her department on need basis under this policy.
- 4.5. All such officials who have been provided with any such IT Equipment under any specific Project/ Scheme shall not be eligible for issue of new IT Equipments under this policy. However, if the lifespan of such previously

issued IT Equipment has already been over as per this policy guidelines, such officers/ officials shall be eligible to replace such previously acquired IT Equipment.

5.0 Procedure

- 5.1. Eligible Officers/ Officials shall send his/her request (as per Format-1) for IT Equipment to the Department of Governance Reforms after getting approval from the concerned Administrative Secretary/ HoD.
- 5.2. Officers/ Officials shall give a declaration at the time of making request for IT Equipment that no other IT Equipment(s) has/have been issued to him/her.
- 5.3. If any IT Equipment has already been issued, its detail should be provided along with justification to get the additional IT Equipment(s).
- 5.4. Department of Governance Reforms will ensure for annual maintenance contract (AMC) Support, software updates as required during warranty/Post warranty period of the IT Equipments issued in Civil Secretariat-1 & 2, Offices & Residence of Chief Minister/ Deputy Chief Minister.
- 5.5. All Directorate offices shall be responsible for making their own arrangement for annual maintenance contract (AMC) Support, software updates as required during warranty/Post warranty period.
- 5.6. All type of consumables such as Toners & Cartridges etc. are not part of the scope of this policy and shall be provided by the Department of Printing & Stationary. Printing & Stationary Department shall make appropriate budget provision of the same.

6.0 Funding Scheme :-

- 6.1. IT Equipments under this policy would be provided from the budget provision of the Department of Governance Reforms, Punjab under the Plan Scheme GR01/IT-2, - "Introduction of Computerization in Punjab Government Offices, Semi – Government Bodies and Offices Including Maintenance and Up-gradation of the System under Major Head of Account "4070- Capital Outlay

on other Administrative Services – 800 Other Expenditure -98-
Computerization in the State “SOE” 52- Machinery and Equipment’s.”

6.2. All Directorates shall plan their funding for procurement of IT Equipments under their appropriate non-planned Scheme.

7.0 General Guidelines:-

7.1. The officer/official shall be personally responsible for the IT Equipment issued to him/her for its safety, data stored, viral attack and internet security.

7.2. Officers who have been provided personal staff, the custody of the IT Equipments issued to the officer shall remain with the personal staff of the officer concerned.

7.3. The IT Equipments issued to the officer/official shall remain the property of the Department of Governance Reforms but in possession of the officer/Official.

7.4. The Department of Governance Reforms shall be responsible to make all necessary entries of IT Equipments in their stock record.

7.5. This policy shall supersede any earlier letter/ instructions/ policy/ guidelines etc. issued regarding issuances of IT Equipments.

7.6. Officer already issued IT Equipments by the Department of Governance Reforms or by *erstwhile* Department of Information Technology and where the life span of the IT Equipment has not expired as per the present policy, shall not be entitled for any new IT Equipment till expiry of the life span of the IT Equipment.

7.7. All such officer/official who have earlier been provided with the IT Equipment by *erstwhile* DIT or/and Department of Government reforms shall be eligible for IT Equipment under this policy only, if the IT Equipment provided earlier has either outlived its life or is beyond repair.

7.8. In case of transfer, relinquishing of charge, officer/official shall return the IT Equipment to the Department of Governance Reforms Punjab and necessary changes shall be incorporated in the Asset Management system. The officer/official shall be responsible to obtain NOC from the Department of Governance Reforms.

7.9. In case of relocation of officer/official from Punjab civil secretariat I to II or vice versa, officer/official will inform Department of Government Reforms about the change and Department of Government Reforms shall facilitate for installation of the IT Equipment at the changed location. Under no circumstances, the IT Equipment will move to any location than Punjab civil secretariat I & II.

8.0 Lifespan of IT Equipment:

8.1. The Lifespan of the IT Equipment shall be five (5) years from the date of purchase.

9.0 Disposal Procedure

9.1. Department concerned shall follow the e-Waste guidelines issued by the Ministry of Environment & Forests, Government of India or any other guidelines issued by the Central or State Government.

9.2. Disposal of IT Assets due to Loss/ damage: In case of damage or loss of IT Equipment for whatever reasons, the concerned Administrative Secretary may take appropriate corrective & preventive action.

10.0 Technical Specifications:

10.1. IT Equipments shall meet the Standard Technical Specifications as issued by Department of Governance Reforms from time to time until or unless such specifications have been defined as per any specific project guidelines under which the IT Equipment are being provided.

11.0 Interpretation & Modification of Policy

11.1. This Policy shall be valid for five years from the date of issuance of this policy.

11.2. Department of Governance Reforms reserves the right to bring any amendment, addendum, modification, revision etc. to this policy. Changes in the technology, needs of Departments as well as market and technological advances may require revisions to this policy to keep the requirements and guidelines updated with the prevailing environment.

12.0 Effective Date:

12.1. This policy will be applicable with immediate effect.

13.0 Approval

13.1. This policy has been approved by the Council of Ministers as conveyed by the Department of General Administration Punjab vide their letter number < >, dated < >.

Request for IT Equipment

1.	Request number <i>(to be filled by Department of Governance Reforms)</i>	
2.	Category Number as per Eligibility Clause	
3.	Name of the Officer/official	
4.	Designation	
5.	Department & Branch Name	
6.	Address of Office (Floor & Room No is mandatory)	
7.	Contact number	
	i. Whether any other IT Equipment already issued? If Yes, please provide the detail	
	ii. If yes, state the reason why another IT Equipment is required.	

Declaration: *I declare that I have not been issued any other official IT Equipment except for those mentioned in column (8) above.*

Date :

Signature of the Officer

Approved By :

Name & Designation

Signature