



कार्यालय महालेखाकार (ले व ह)-II, महाराष्ट्र
सिविल लाईन्स, नागपुर - ४४०००१

OFFICE OF
THE ACCOUNTANT GENERAL (A&E)-II
MAHARASHTRA
CIVIL LINES, NAGPUR - 440 001

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Web: <https://cag.gov.in/ae/nagpur/en>



No. WM-I/205/

Date: 01/10/2025

CIRCULAR No. 72

Subject: Implementation of CAG's Orders regarding provision of Laptops for officials of DAOs/DAs Cadre

In pursuance of Headquarters letter No. 2004/ISW/65-2014 dated 14/09/2025, conveying the approval of the Deputy Comptroller and Auditor General (Government Accounts) & Chairperson, GASAB, for provision of laptops to the DAOs/DAs cadre, the competent authority has decided to extend the facility of provision of laptops/notebooks to officials of the Divisional Accounts Officers/Divisional Accountants cadre working under the cadre control of the Accountant General (A&E)-II, Maharashtra, Nagpur.

1. The laptops to be allotted under this scheme shall be governed by the provisions contained in Circular No. 1390/ISW/07-2014 dated 30/08/2023 of the Comptroller and Auditor General of India regarding revised guidelines for purchase of laptops/notebooks and similar devices for eligible officials in IA&AD. Accordingly, matters relating to type of device, procurement procedure, cost ceiling, software requirements, safety and security, maintenance, book value, retention/transfer, and disposal on becoming beyond economic repair shall be regulated as per the said guidelines and the extant rules and orders of the Government of Maharashtra.
2. As per Headquarters letter No. 193/ISW/65-2014 dated 09/02/2023, the maximum ceiling cost of laptops is fixed at ₹87,750/- (Rupees Eighty-Seven Thousand Seven Hundred Fifty only), inclusive of GST, uniformly applicable to all grades of DAO/DA officials.
3. The laptops shall conform to the standard specifications prescribed by Headquarters (Annexure-A enclosed). These include processor (Intel Core i7 / AMD Ryzen 7), 13th generation, RAM 16 GB (dual channel capable), SSD 512 GB, display 13.5"-14.5", Windows 11 Professional (factory loaded), requisite ports, and integrated security features.

4. Procurement of laptops shall be carried out in accordance with the provisions contained in C&AG Circular No. 1390/ISW/07-2014 dated 30/08/2023 and letter No. 193/ISW/65-2014 dated 09/02/2023, the extant rules and financial procedures of the Government of Maharashtra, ensuring purchase through GeM/e-tendering mode.
5. All Drawing and Disbursing Officers (DDOs) of the Public Works Department (PWD) and Water Resources Department (WRD), under whom the DAOs/DAs cadre officials are posted, are requested to take necessary action for procurement and issue of laptops, keeping in view the approved ceiling limit and specifications.
6. The DAOs/DAs cadre officials shall be personally responsible for the safety, security, and proper utilization of the laptops issued to them. Provisions relating to repair/replacement, life span, retention on transfer/superannuation, and disposal on becoming beyond economical repair shall apply as per the guidelines issued by the Office of the Comptroller and Auditor General of India and instructions of the Government of Maharashtra.

(Authority : Accountant General's orders dated : 30/09/2025)



Sr. Dy. Accountant General (Works Accounts)

Copy to:

1. Secretary, Finance Department, Government of Maharashtra, Mantralaya, Mumbai.
2. Secretary, Public Works Department, Government of Maharashtra, Mantralaya, Mumbai.
3. Secretary, Water Resources Department, Government of Maharashtra, Mantralaya, Mumbai.
4. All Sr. Divisional Accounts Officers / DAO-I / DAO-II / DA cadre officials (through office website).
5. All DDOs of PWD and WRD (through office website).
6. PA to Accountant General (A&E)-II, Maharashtra, Nagpur.
7. PA to Accountant General (A&E)-I, Maharashtra, Mumbai.
8. The General Secretary, DAOs/DAs Association, Maharashtra State.
9. Sr. Accounts Officer (EIS) – for uploading on the office website.



Sr. Accounts Officer/WM-I

**Office of Comptroller & Auditor General of India, New Delhi
Information Systems Wing**

No. 2004 –ISW/65-2014

Date: 15-09-2025

To

**The Heads of the Department,
Accounts & Entitlement Offices
(Cadre Controlling Authorities for DAO/DA Cadre)**

Subject: - Provision of Laptops for officials of DAOs/DAs cadre

Madam/Sir,

I am directed to convey the functional approval of the Dy. CAG (Govt Accounts) & Chairperson GASAB for provision of laptops for the Divisional Accounts Officer and Divisional Accountant cadre officials.

2. The laptops allotted to these officials will be governed as per the existing guideline issued vide letter No. 1390/ISW/07-2014 dated 30-08-2023 (copy attached) related to the provision of Laptops for the eligible officials in the IA&AD. The cost of these laptops is to be borne by the respective State Governments.

3. Further action in this regard may be taken by the respective cadre controlling authorities of the DAs/DAOs cadre.

4. This issues with the approval of the Chief Technology Officer.

Yours faithfully,

**Digitally signed by
Surjith K**

Date: 14-09-2025

23:33:20 (K Surjith)

Director (IS-I)

Office of Comptroller & Auditor General of India, New Delhi
Information Systems Wing

No. 1390/ISW/07-2014

Dated 30-08-2023

To

All Heads of Department
(As per mailing list)

Sub: Instructions for purchase of laptops/notebooks and similar devices-Revised Guidelines.

Madam/Sir,

Please find attached a copy of OM No. 03 (20)/2022-E. II(A) Dated 21-07-2023 issued by Ministry of Finance, Department of Expenditure regarding revised guidelines for purchase of laptops/notebooks and similar devices for eligible officers.

2. The competent authority has decided that henceforth the purchase of laptops/ notebook and similar devices in the IAAD shall be governed by the instructions contained in the aforesaid OM subject to the following: -

3. Laptops/notebooks and similar devices for IAAS officers

A) Eligible Officers

All the IAAS officers are eligible as per the existing practice.

B) Type of Device(s)

Keeping in view the functional requirements in the department, Laptops/notebooks and similar devices are permitted for the IAAS officers. The device purchased for the officer should be of adequate specification for his/her official work. Mobile phone is not approved as a device for the IAAS officers.

C) Mode of Purchase

The procurement of devices for IAAS officers would be done at the concerned office level after obtaining approval of the CTO Wing. The purchase of the devices would be made as per instructions envisaged in the GFRs read with the procurement guidelines issued by the Government of India from time to time.

D) Request for new device

The request for new device for the eligible officers should be made to Director (IS) accompanied with duly filled in information as per Annexure-I.

4. Laptops/notebooks and similar devices for other eligible officers

A) Eligible Officers

In continuation of the existing policy, all Senior Audit/Accounts/Administrative Officers(SAOs), Assistant Audit/Accounts/Administrative Officers(AAOs) and Supervisors will be provided with a laptop for effective implementation of e-office, e-HRMS, OIOS, VLC and other IT related work in the department.

B) Type of Device(s)

Keeping in view the functional requirement in the department, only Laptops are permitted for the eligible officers. Mobile phone is not approved as a device for these officers.

C) Mode of purchase

The mode of procurement, specifications and price ceiling will be decided by the Chief Technology Officer O/o The C&AG of India and communicated to the Head of Department (HoD) of the field offices from time to time.

D) Criteria for allotment

The criteria for allotting Laptops to SAOs, AAOs and Supervisors will be on the basis of the inter-se seniority at the respective offices. However, the HoD may decide the priorities for distribution based on the requirement of work. The devices will be non-transferrable and will not be taken back by the office.

E) Request for new device

The request for new laptop for the eligible officers should be made to Director (IS) accompanied with duly filled in information as per Annexure-II (Laptop for other eligible officers). The shortfall of the laptops in the cadre of Supervisors, AAOs or SAOs will be considered at the Headquarters level subject to the functional requirements in the concerned office and budgetary constraints.

5. Updated inventory in Online Inventory Module

The offices are required to update the OIM with the of names and other details of the officers who have been allotted official laptops (*with less than four years of age*) not later than 15-09-2023 with a certificate from the Group Officer holding the charge of Administration, stating that:

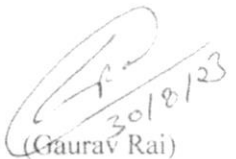
"It is certified that the relevant details as required in the Online Inventory Module (OIM) related to the Laptops with less than four years of age, allotted to the eligible officers have been updated".

The OIM should be updated as soon as a new device is issued to an officer.

6. The laptops with more than four years of age and in working conditions may be issued to the Staff on transferrable basis as is being done now to meet out any shortages.

This issues with the approval of the competent authority.

Yours faithfully


(Gaurav Rai)
30/8/23
Director (IS Wing)

Annexure -I (Request for Laptops for the IAAS Officers)

SI No	Particulars							
1	Name of the Officer							
2	Designation							
3	Whether the officer has been issued a laptop or similar device from any office							
3.1	If yes	SI no	Brand	Configuration	Month & year of Purchase	Purchase price	Issuing office	Online inventory module reference
3.2	If no	Details of laptop last issued						
		SI no	Brand	configuration	Month & year Purchase	Purchase price	Issuing office	Date of return
4	Reasons for Demand of New Device							
4.1	Present Laptop completed 04 years							
4.2	Beyond Economic Repair							
4.3	Copy of BER Certificate							
5	Proposal for New device							
5.1	Model proposed							
5.2	Configuration							
5.3	MII Component (more than 40%)							
5.4	Price							
5.5	Details of GFR proceedings							

Annexure -II (Request for Laptops for the other eligible Officers)

Cadre	Sanctioned Strength (SS)	Person in Position (PIP)	Total number of Laptops issued	Laptops with less than four years of age	Number of Laptops demanded	Justification of functional necessity
SAO						
AAO						
Supervisor						
Total						

Fwd: Allocation of laptop under the central procurement in FY 2023-24-regarding.

AG AE II Maharashtra Nagpur <agaemaharashtra2@cag.gov.in >

Fri, 09 Feb 2024 4:08:38 PM +0530

To "DAG Funds"<dagfunds.mh2.ae@cag.gov.in>,"EIS MH II AE"
<eis.mh2.ae@cag.gov.in>,"A M Khandare"<dagadmn.mh2.ae@cag.gov.in>,"L
and S"<lands.mh2.ae@cag.gov.in>

From: "Hement Sharma" <hementsharma.cag@cag.gov.in>

To: "Akshay Mohan Khandare" <khandaream@cag.gov.in>, "AG AE II Maharashtra
Nagpur" <agaemaharashtra2@cag.gov.in>

Sent: Friday, February 9, 2024 4:04:09 PM

Subject: Allocation of laptop under the central procurement in FY 2023-24-regarding.

**भारत के नियंत्रक महालेखापरीक्षक का कार्यालय, नई दिल्ली
सूचना प्रणाली अनुभाग**

**पत्र सं: - 193/आई.एस.डब्ल्यू./54-2023
दिनांक: - 09.02.2023**

सेवा में,

**Shri Akshay M Khandare
The Sr. Deputy Accountant General
O/o The Principal Accountant General (A&E)-II, Maharashtra, Nagpur
Office Code: (ACEN-MH-02)**

Subject: Allocation of laptop under the central procurement in FY 2023-24-regarding.

महोदय/महोदया,

The allotment of 86 Laptops has been made to your office. The delivery of these Laptops is anticipated in the last week of February, 2024. The specifications of the Laptops are mentioned in the Annexure-A.

2. M/s Microworld Infosol Private Limited has been awarded with the contract for supply of these Laptops to your office.
3. The due diligence may please be made on delivery of the Laptops in the good condition (i.e. non tampered boxes)
4. The duly filled-in installation report may please be submitted signed by an officer not below the rank of SAO dealing with the IT infrastructure of the office in the Pro-forma enclosed as Annexure "A" within the two days of the receipt of the Laptops.

भवदीय

गौरव राय
निदेशक (सूचना प्रणाली अनुभाग)



1 Attachment(s)

Check List-Laptops.pdf

187.8 KB

Annexure-A

Consolidated Report for Installation of Laptops

		From	To	Total	
Machine Number					
Sl.No.	Product specification	Value as per contract	To be checked from	Confirmation of office (Yes/No)	Remarks of office, if any
1	Body	Carbon Fibre or metallic (cover of laptop)	Cover and Physically		
2	Processor Number	Intel Core i7/ AMD Ryzen 7	System Information		
3	Processor Generation	13th	System Information		
4	RAM Size (GB)	16 GB using single slot, should support dual channel	System Information		
5	Display Size (Inch)	13.5 to 14.5 Inch on cover	PDF datasheet/Cover		
6	Display Type	LED/LCD, antiglare	PDF datasheet/Cover		
7	Total SSD Capacity (GB)	512 GB (NVME or M.2 type)	System Information		
8	Webcam	HD with digital microphone	Present or not		
9	Operating System (Factory Pre-Loaded)	Windows 11 Professional	System Information		
10	HDMI Port	1	Count Physically		
11	Number of USB Port	USB 2.0/ USB 3.2 Gen 1 ports- 3	Count Physically		
12	Number of USB Port	USB Type C, 1 number or more	Count Physically		
13	Security	Integrated Finger print sensor	working or not		
14	Weight (Including Battery) (Kilogram)	1.0 - 1.5 Or lower	Cover		
15	Model Name	HP ProBook 445 G10	System Information		
Signature					To be signed by SAO or above
Name of the officer					
Mobile number					
Designation					
Office Stamp					