

**GOVERNMENT OF INDIA (BHARAT SARKAR)**  
**MINISTRY OF RAILWAYS (RAILMANTRALAYA)**  
**(RAILWAY BOARD)**

No.2018/Transf. Cell/Mech/Misc

Dated : 02 -01-2019

The General Managers  
All Indian Railways, CORE & Production Units

Director General  
RDSO, Lucknow, NAIR, Vadodara

CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Directors, All Centralized Training Institutes

**Sub: Simplification of the procedure of Laptop reimbursement**

**Ref : Director ME(C&IS) letter no 2011/C&IS/Committee/Laptops/Pt.II Dated  
23/01/2012**

It has been brought to notice by officers in field and Railway Board that the procedure for laptop procurement, reimbursement as well as maintenance is very cumbersome and needs to be simplified.

As per the existing policy, the officers in JAG and above grade are entitled for Rs.55,000/- for Laptop and Rs.30,000/- for repair and maintenance. Other gazette officers below JAG are entitled for Rs.25,000/- for Laptop and Rs.20,000/- for repair and maintenance.

Board (FC & CRB) has approved further simplification of the process of procurement and reimbursement of laptop. As per the simplified procedure, officers who procure laptop themselves may club the cost of Laptop and cost of repair/maintenance over the specified life of the machine and total amount can be claimed through single invoice subject to the terms and conditions as well as monetary limits laid down in the laptop policy letter dated 23/01/2012.

In case both i.e. the cost of laptop and the cost of repair & maintenance are clubbed together and there is a single invoice of the total permissible amount, the responsibility of repair and maintenance of the laptop shall rest with the officer concerned. Other terms and condition mentioned in the Laptop policy dated 23/01/2012 remains the same.

This issue with the concurrence of Associate Finance of the Transformation Cell, Ministry of Railways.

Please acknowledge receipt.



(A K Chandra)

ED/Mech./Transformation

No.2018/Transf. Cell/Mech/Misc

Dated : 02 -01-2019

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1. PFAs, All Indian Railways & Production Units,
2. The ADAI (Railways) New Delhi
3. The Director of Audit, All Indian Railways



(Sanjeeb Kumar)

ED/Accounts/Transformation

Copy to :

1. The Director, Indian Railway Institute of Civil Engineering, Pune.
2. The Director, Indian Railways Institute of Mechanical and Electrical Engineering, Jamalpur.
3. The Director, Indian Railways Institute of Signal Engineering and Telecommunications, Secunderabad.
4. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
5. The Executive Director, Indian Railways Centre of Advance Maintenance Technology, Gwalior.
6. The Director, Indian Railway Institute of Transport Management, Lucknow.
7. The Registrar, Railway Claims Tribunal, Delhi.
8. The General Secretary, IRCA, New Delhi.
9. The Chief Commissioner of Railways Safety, Lucknow.
10. The Secretary, Railway Rates Tribunal, Chennai.
11. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.
12. Managing Director, CRIS, Chanakyapuri, New Delhi.

Copy to :

1. The Genl.Secy., AIRF, Room No.248, & NFIR Room No.256-C, Rail Bhawan.
2. The Secy. Genl., IRPOF, Room No.268, FROA, Room No,256-D, AIRPFA, Room No.256-D Rail Bhawan.

Copy to :

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MS, MT, SECY, DG(S&T), DG(RHS), DG(RPF), DG(Stores), DG(Pers)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board.



(A K Chandra)

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