CIRCULAR

Sub:- Issuance of laptops for Group ‘A’ officers of Mumbai Customs Zone-I under “1% incremental revenue scheme” for the F.Y. 2019-20—reg.

Consequent to Principal Commissioner, Directorate of Logistics letter dated 27.11.2019 vide F.No.:102/1/2019-DL/Vol.II/6274 this office has received 20 Laptops under 1% incremental revenue scheme for the financial year 2019-20. Five Commissionerates of Mumbai Customs Zone-I will receive 4 laptops each. All the Commissionerates of Mumbai Customs Zone-I are requested to forward the names of the officers with the approval of the concerned Commissioner and request letter of the officers, addressing A.C./EDI for the allocation of laptops to this office along with signed Declaration to be given by the Group ‘A’ Officer duly certified by the ACAO. Group ‘A’ Pay bill (format enclosed), to this office by 28.01.2020 so that the list of the allotment of laptops can be sent to Directorate of Logistics.

In this regard, while short listing the name of the Group ‘A’ officers, please refer to:

1. Instructions issued by Department of Expenditure OM F.No. 08(34)/2017-E.II (A) dated 20.02.2018 may please be followed.
2. As per above OM; para 2(iv)(a): “No new device may be sanctioned to an officer, who has already been allotted a device, in a Ministry/Department, up to five years. Any further issue of laptop in case of loss/damage beyond repairs within the prescribed period, should be considered only after the cost is recovered from the officer based on the book value after deducting the depreciation.”
3. As per Principal Commissioner, Directorate of Logistics letter dated 18.03.2019 vide F.No. 712/1/1%Scheme/2018/Vol.19/1316-1381; para 7(i): “The laptops may be allocated to only those officers who have at least 03 years left in service (before retirement) as on 01.04.2019.”
4. Proper entry should be made in the service book of the officer concerned.

MANOJ KUMAR KEDIA
Commissioner of Customs (Export),
Mumbai customs Zone-I.

To:
1. All the Commissioners of Mumbai Customs, Zone-I.
2. A.C/EDI for uploading.
Declaration to be given by the Group ‘A’ Officer

1. I have not received a laptop in the last five years from the department.
2. I have at least 03 years left in service (before retirement) as on 01.04.2019.
3. I have read the Instructions issued by Department of Expenditure OM F.No. 08(34)/2017-E.II (A) dated 20.02.2018 and I will follow them.
4. I will keep myself updated in terms of any new instruction issued by the Department of Expenditure regarding the Issuance of laptops under ‘1% incremental revenue scheme.”

Signature of the Officer with seal
Name:
Date:

Certification to be done by ACAO Group ‘A’ pay bill section

It is certified that Mr./Ms________________________ have not received a laptop in the last five years from the department and he/she has at least 03 years left in service (before retirement) as on 01.04.2019.

The above details are verified from the Service book of the officer.

Signature with the seal
Name:
Date: