



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

No.T-15011/13/2025-26/33rd PTC/Main File/

Date: 02.01.2026

OFFICE MEMORANDUM

Attention: ICAS, IDAS, IP&TAFS and IRMS (A) Officer Trainees of 33rd PTC, 2026.

Officer trainees [ICAS, IDAS, IP&TAFS and IRMS (A)] of 33rd PTC, 2026 are informed that they may purchase Laptop/Tab by following the procedure given below:

- Cost of Laptop/Tab, including taxes and software's shall be reimbursed up to a maximum of **Rs.50,000/- (Rs. Fifty thousand)** or, the actual cost whichever is less.
- The Officer Trainees shall ensure that the minimum specifications for Laptop/Tab are met with before purchasing the branded laptops. The specifications are given overleaf.
- The Institute will not reimburse any payment for accessories like Laptop/Tab bag, sleeve, cover, AMC etc.
- The respective officer will be personally responsible for safe custody, usage and security of equipment and the data therein.
- No separate/extra payment will be made for repair/up-gradation of the equipment by the Institute.
- The officer trainees should ensure that they are not in possession of any other laptop/tab given by the Cadre Controlling Authority/Government/Ministry. They will be required to give an undertaking/declaration that they have not been issued laptop/tab by their Cadre Controlling authority.
- The Officer Trainees are required to purchase the laptop/tab as per given specification and **it should be purchased during 05th January – 10th February 2026. The Invoice should be in the name of the Officer Trainee only.**
- The laptop/tab are to be verified by Computer Section of AJNIFM. Officer Trainees are required to self-verify the laptop/tab bills and submit to the PTC Cell for onward submission to Accounts Section for reimbursement.
- The Accounts Section of AJNIFM shall make necessary reimbursements upon proper verification of the bills and on receipt of reimbursements claim preferred by AJNIFM from respective participating services within a fortnight.

This issues with the approval of the Director, AJNIFM.


(Dr. Deepa Kapoor)
Programme Officer, PTC


Copy to:

- All Officer Trainees [ICAS, IDAS, IP&TAFS and IRMS (A)] of 33rd PTC (through LMS/WhatsApp group)
- Faculty I/c (IT)
- AO (Accounts)
- PS to Director



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Minimum Specifications for Laptop	
Processor Make	Intel i3, 11th Generation or above
Operating System	Windows 10 Professions/Home/Student or Higher or Mac OS
Type of Hard Disk	1 TB SATA or more/256 GB SSD or more
RAM	8GB DDR3/DDR4 or above
Wi-Fi connectivity	802.11 ac on higher
Blue Tooth Connectivity	Yes
USB 3.0	Yes
Certification	BEE
Keyboard	Standard
Charger	Yes
Anti-Virus Software	Yes

Minimum Specifications for Tab	
Display Size (Minimum) (Inch)	10.5
Display Resolution (Pixels)	1800 x 1200
Brightness (Minimum) (Nits)	600
Operating System Details	Android 13.0 or Higher
Connectivity Type	Wifi/Wifi-Cellular
Cellular Data Support (optional)	5G
GPS	Yes
AGPS	Yes
Processor Speed (Minimum) (GHz)	2.0 & higher
Processor Core (Number)	8 & higher
RAM Size (GB)	4 & higher
Internal Storage Capacity (GB)	64 or higher
Rear Camera (Mega Pixel)	8 & higher
Front Camera (Mega Pixel)	8 & higher
Battery Capacity (minimum) (mAH)	5001 & higher
Availability of Service Centre for Warranty Obligation	State Level
OEM Warranty Period for Battery (Year)	1 & higher
OEM Warranty Period for Tablet (Year)	1 & higher

Deepa 02/01/2026

