



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:

- a. 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.
- b. 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.
- c. The Institute will not reimburse any payment for accessories like Laptop/Tab bag, sleeve, cover, AMC etc.
- d. The respective officer will be personally responsible for safe custody, usage and security of equipment and the data therein.
- e. No separate/extra payment will be made for repair/up-gradation of the equipment by the Institute.
- f. 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.
- g. 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.**
- h. 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.
- i. 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
AJNIFM Faridabad

Copy to:

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



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान

ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

| 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 or 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 |

Deepti 02/01/2026

