



ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT  
FARIDABAD

No.T-15011/5/2024/31<sup>st</sup> PTC/Main File/

Date: 08.04.2024

**CIRCULAR**

**Attention: ICoAS Officer Trainees of 31<sup>st</sup> PTC, 2024-Module II.**

The ICoAS Officer trainees of 31<sup>st</sup> PTC, 2024 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 bag, sleeve, cover, AMC etc.
- d. The respective officer will be personally responsible for safe custody usage, security of equipment and the data therein. The officer will bring the equipment to the Institute as per schedule except examination period.
- 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 given by the Cadre Controlling Authority/Government/Ministry. They will be required to give an undertaking that they have not been issued laptop/Tab by their Cadre Controlling authority.
- g. The Officer Trainees are required to purchase the laptop as per given specification and **it should be purchased during 08<sup>th</sup> April – 10<sup>th</sup> May, 2024. The Invoice should be in the name of the Officer Trainee only.**
- h. The laptops are to be verified by Computer Section of AJNIFM. Officer Trainees are required to self-verify the laptop 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.

(Ashok Kumar)  
Jt. Director/Professor &  
Programme Director (PTC)

Copy to:

1. All ICoAS Officer Trainees of 31<sup>st</sup> PTC (through E- mail & Whatsapp group/LMS)
2. Faculty I/C (IT)
3. AO (A/Cs)
4. PS to Director



<b>Specifications for Laptop</b>	
Processor Make	Intel i3, 10th Generation or above
Operating System	Windows 10 Professions/Home/Student or Higher or Mac OS
Type of Hard Disk	1 TB SATA or more/128 GB SSD or more
RAM	4GB 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

<b>Specifications for Tab</b>	
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

*Qumar*  
8.4.24

