



ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT  
FARIDABAD

No.T-15011/1/2024-25/32<sup>nd</sup> PTC/Main File/

Date: 06.01.2025

**OFFICE MEMORANDUM**

**Attention: ICAS, IDAS, IP&TAFS and IRMS (A) Officer Trainees of 32<sup>nd</sup> PTC, 2025**

Officer trainees [ICAS, IDAS, IP&TAFS and IRMS (A)] of 32<sup>nd</sup> PTC, 2025 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 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 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 as per given specification and **it should be purchased during 06<sup>th</sup> January – 31<sup>st</sup> January, 2025. 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.

*Deepa* 06/1/25  
(Dr. Deepa Kapoor)

Programme Officer (PTC)



Copy to:

1. All Officer Trainees [ICAS, IDAS, IP&TAFS and IRMS (A)] of 32<sup>nd</sup> PTC (through LMS/WhatsApp group)
2. Faculty I/C (IT)
3. AO (A/Cs)
4. PS to Director

<b>Minimum Specifications for Laptop</b>	
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

<b>Minimum 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

