

DTE GENERAL QUALITY ASSURANCE
DTE OF ADMINISTRATION (RMD/E&S)

PROCUREMENT OF LAPTOPS/PORTABLE DEVICE FOR DGQA UNITS

1. Reference our Note No. 97460/40/DGQA/ADM/RMD(E&S) dated 14 Aug 2019 and 20 Oct 2020.
2. With increase in demand of portable IT devices for better efficiency and also as functional necessity, basic guidelines on purchase of Laptops or similar devices is issued herewith.
3. **Configuration**: The technical specifications of the laptop be: -

SI No.	Item	Minimum Specification
(a)	Processor Generation	10
(b)	Processor Description	Intel Core i5
(c)	RAM Size	8
(d)	SSD Capacity	512
(e)	Operating System	Window 10
(f)	Office	Latest MS Office
(g)	Antivirus	Antivirus with minimum 1 yr validity

4. **Scale of authorization**: It will be normally governed by Deptt of Expenditure OM No. 08(34)/2017-E.II(A) dated 20 Feb 2018 based on functional justification in each case, duly approved by DG, DGQA.
5. **Security Instructions**: Strict adherence to the latest instructions issued against usage of Laptops released by the Security Office vide Manual of Security Instructions 2018, is mandated.

14.11.20

(Rajeev Ranjan)
ADG(Adm)

All ADGQA/OffgADGQA
TS to DGQA
SDCC
PPS to offg DG, DGQA
PPS to AddIDGQA