

**THE PROVISION OF COMPUTER EQUIPMENT (MEMBERS OF RAJYA SABHA
AND OFFICERS) RULES, 2008**

(as amended up to 9th September, 2021)

1 Short Title, Extent and Commencement

- (i) These rules may be called the Provision of Computer Equipment (Members of Rajya Sabha and Officers) Rules, 2008.
- (ii) They extend to Members of Rajya Sabha and Officers of Rajya Sabha Secretariat.
- (iii) They shall come into force on the 1st April, 2008.

2. Definitions

In these rules and procedures unless the context otherwise requires:-

- (i) **“Annexure”** means an Annexure to these rules.
- (ii) ¹**“Committee”** means the Committee on Information and Communication Technology Management in Rajya Sabha.
- (iii) **“Computer equipment”** means all electronic gadgets capable of storing, retrieving, processing, scanning, transferring and printing of data by whatever name called, and includes all equipment specified in the Annexure.
- (iv) ²**“GeM”** means Government e-Marketplace which is an online portal hosted by Government of India for sale and purchase of common use goods and services.
- (v) **“GFR”** means General Financial Rules, the compilation of rules and orders of the Government of India to be followed while dealing with matters involving public finances.
- (vi) **“Member”** for the purpose of these rules means a sitting Member of Rajya Sabha.
- (vii) **“NIC”** means the National Informatics Centre of the Department of Information Technology, Government of India.
- (viii) **“Officer”** means an officer not below the rank of Joint Secretary in Rajya Sabha Secretariat.
- (ix) **“Scheme”** means the Scheme of Financial Entitlement of Members of Rajya Sabha for Computer Equipment, as delineated in Rules 4, 5 and 6.
- (x) **“Secretariat”** means the Rajya Sabha Secretariat.
- (xi) **“Software”** means a programme or a set of programmes used to operate a computer, and includes a system software.
- (xii) **“STAC”** means the Standing Technical Advisory Committee constituted under Rule 8.

3. Provision of Computer Equipment

Computer equipment shall be made available to the Members and Officers to enable them to discharge their functions/duties.

¹ The following text of sub rule (ii) was amended in September, 2021 on the recommendation made in 78th meeting of the Committee on Information and Communication Technology Management in Rajya Sabha (erstwhile the Committee on Provision of Computer Equipment to Members of Rajya Sabha):-

“Committee” means the Committee on Information and Communication Technology Management in Rajya Sabha.

² The following text of sub rule (vi) was deleted as it has become redundant in September, 2021 and sub rule (iv) and (v) were added on the recommendation made in 78th meeting of the Committee:-

(vi) **“NICSI”** means the National Informatics Centre Services Incorporated set up as a company under the National Informatics Centre, Ministry of Communication & Information Technology, Government of India, to provide total IT solution to the Government organizations.

4. Financial Entitlement of Members of Rajya Sabha for Computer Equipment

- (i) The computer equipment shall be made available to the Members through a Scheme of financial entitlement.
- (ii) ³The financial entitlement of a Member for purchasing computer equipment and software under the Scheme shall be as follows:
 - (a) Rs.2,50,000/- if elected/nominated to Rajya Sabha for a term of more than three years.
 - (b) Rs.2,00,000/- if elected/nominated to Rajya Sabha in bye election on a casual vacancy for a term of three years or less.
 - (c) Additional Rs 1,50,000/- would be available to a Member after a period of three years of his / her term subject to condition that minimum period of term left is not less than three months.
 - (d) XXX⁴
- (iii) The adequacy of the amounts specified in sub-rule (ii) shall be reviewed by the Committee annually and revision, if any, shall take effect prospectively.
- (iv) Under the Scheme, Members shall be entitled to purchase any or all of the items of computer equipment specified in the Annexure. The Committee shall review every year, at the time of reviewing financial entitlement, if any items should be added to or deleted from the specified list.
- (v) The Members shall be free to purchase any model of the computer equipment and software, specified in the Annexure, at any time during their term. The

³The following text of sub rule (ii) was amended in October 2014 on the recommendation made in 72nd meeting of the Committee :-

- (ii) The financial entitlement of a Member for purchasing computer equipment and software under the Scheme shall be as follows:
 - (a) Rs.2,00,000/- if he is elected / nominated to Rajya Sabha on or after 1stApril, 2008.
 - (b) Rs.2,00,000/- if he was elected/ nominated to Rajya Sabha before 1stApril, 2008 but has not been supplied any computer equipment by the Secretariat.
 - (c) Rs.2,00,000/- minus the depreciated cost of the handheld communicator (Rs.4,800/- in the case of Nokia 9500 and Rs.4400 in the case of Nokia 9300i) if he was elected/ nominated to Rajya Sabha before 1st April, 2008 but has not been supplied any computer equipment by the Secretariat except Nokia handheld communicator.
 - (d) Rs.1,50,000/- if he is elected/ nominated to Rajya Sabha on or after 1stApril, 2008 on a casual vacancy for a term of three years or less.
 - (e) Rs.1,25,000/- if he was elected/ nominated to Rajya Sabha before 1stApril, 2008 and has been supplied computer equipment by the Secretariat.

The following text of sub rule (ii) was further amended in September, 2021 on the recommendation made in 78th meeting of the Committee:-

- (ii) The financial entitlement of a Member for purchasing computer equipment and software under the Scheme shall be as follows:
 - a) Rs.2,00,000/- if elected/nominated to Rajya Sabha for a term of more than three years.
 - b) Rs.1,50,000/- if elected/nominated to Rajya Sabha in bye election on a casual vacancy for a term of three years or less.
 - c) Additional Rs 1,00,000/- would be available to a Member after a period of three years of his / her term subject to condition that minimum period of term left is not less than six months.
 - d) Out of the financial entitlement specified in sub-clause (a) to (b) above, an amount of Rs. 50,000/- shall be earmarked to purchase of an E-reader device and it is mandatory to purchase one such device by Members using their financial entitlement.

⁴ The following text of sub rule (ii)(d) was deleted as it has become redundant in September, 2021 on the recommendation made in 78th meeting of the Committee:-

- (d) Out of the financial entitlement specified in sub-clause (a) to (b) above, an amount of Rs. 50,000/- shall be earmarked to purchase of an E-reader device and it is mandatory to purchase one such device by Members using their financial entitlement.

Members shall be equally free to purchase any mix of computer equipment specified in the Annexure subject to the condition that the amount of reimbursement⁵ shall not exceed the “entitlement” as fixed by the Committee: **Provided** that in case the cost of equipment purchased by the Member exceeds his financial entitlement, the difference between the said cost and the said entitlement shall be borne by the Member himself.

- (vi) The Committee shall notify, from time to time, the procedure regulating the purchase of computer equipment by the Members, including restrictions, if any, to be imposed in this regard.
- (vii) X XX⁶
- (viii) The computer equipment purchased by a Member under the Scheme shall remain with him even after he ceases to be a Member.
- (ix) X XX⁷

5. ⁸Reimbursement towards the Purchase of Computer Equipment

Subject to provisions of sub-rules (ii) and (v) of Rule 4, a Member shall be able to avail of the Scheme by purchasing the computer equipment and passing on the proof of payment to the IT Section for reimbursement. On certification by the IT Section, the MS&A Section shall make the reimbursement to the Member.

6. Maintenance and Insurance of Computer Equipment

- (i) It shall be for the Member to decide if he wishes to get the computer equipment purchased under the Scheme insured, and he shall do so himself. Similarly, the arrangement for the maintenance of the computer equipment shall be made by the Member himself.

⁵ The word ‘payment’ was deleted from the following text of sub rule(v) in September, 2021 on the recommendation made in 78th meeting of the Committee:-

The Members shall be equally free to purchase any mix of computer equipment specified in the Annexure subject to the condition that the amount of reimbursement/payment shall not exceed the “entitlement” as fixed by the Committee:

⁶The following text of sub rule (vii) was deleted as it has become redundant in October 2014 on the recommendation made in 72nd meeting of the Committee:-

(vii) The financial entitlement of a Member shall be the amount last fixed by the Committee before his election/nomination to the Rajya Sabha. His entitlement shall not be affected by modifications made by the Committee in the amount, subsequent to his election/nomination. Unless specified by the Committee, all modifications to the amount of entitlement shall be with prospective effect.

⁷The following text of sub rule (ix) was deleted as it has become redundant in October 2014 on the recommendation made in 72nd meeting of the Committee:-

(ix) Subject to proviso of sub-rule (ii) (c), computer equipment supplied to a Member before 1st April, 2008 shall remain with him without payment of any depreciation cost.

⁸ The following text of Rule 5 was amended in September, 2021 on the recommendation made in 78th meeting of the Committee:-

- (i) Subject to provisions of sub-rules (ii) and (v) of Rule 4 a Member shall be able to avail of the Scheme by adopting one of the following two procedures:
 - (a) He may purchase the computer equipment and pass on the proof of payment to the IT Section for reimbursement. On certification by the IT Section, the MS&A Section shall make the reimbursement to the Member; or
 - (b) He may bring a Proforma Invoice for the computer equipment to be procured. On certification by the IT Section, the MS&A Section shall make the payment directly to the vendor.
- (ii) The Member shall make available the proof of purchase, within 30 days from the date of release of payment, to the Secretariat for the purpose of record and audit.

(ii) XXX⁹

7. Provision of Computer Equipment for Officers¹⁰

(i) Officers shall be provided the items of computer equipment for use at their residences and the guidelines / procedure for purchase and supply of the same shall be framed with the approval of Chairman of the Committee from time to time.

(ii) ¹¹The Computer equipment shall be procured as per the relevant provision of the General Financial Rules (GFR), as amended from time to time.

Provided that in case of procurement of proprietary items, the equipment can be purchased through authorised vendors of manufacturer with the approval of Chairman of the Committee.

(iii) The maintenance for the equipment supplied by the Secretariat shall be provided by the Secretariat except that of handheld communicator / smart phone which would be available against reimbursement.

(iv) An officer may request for upgrading the computer equipment after three years of supply. In case, it is not technically feasible to upgrade the computer equipment, it shall be replaced by new equipment. The Officer shall have to purchase the replaced computer equipment at a cost of 10% of the original cost of the equipment at the time of procurement.

(v) In case of superannuation of the Officer and/or leaving the Secretariat, he shall be allowed to retain the computer equipment. ¹²Such retention shall be allowed on the cost to be charged from officers for purchase of the computer equipment, which is to be calculated @60% depreciation per year on the written down value. The cost of software and maintenance shall not be taken into account while calculating depreciation.

⁹The following text of sub rule (ii) is deleted as it has become redundant in October 2014 on the recommendation made in 72nd meeting of the Committee:-

(ii) The provisions of sub-rule (i) shall apply equally to the computer equipment supplied to Members before 1st April, 2008, from the date of his joining the Scheme.

¹⁰The following text of Rule 7 was amended in October 2014 on the recommendation made in 72nd meeting of the Committee:-

7. PROVISION OF COMPUTER EQUIPMENT FOR OFFICERS

(i) Officers shall be provided computer equipment at their residences, as approved by the Chairman of the Committee from time to time, after procuring the same through NICSI. The maintenance for such equipment shall be provided by the Secretariat.

(ii) No officer shall be permitted to purchase the computer before his retirement/ leaving the Secretariat on completion of tenure. An officer may however request for upgrading the computer after three years of supply. In case, it is not technically feasible to upgrade the computer, it shall be replaced by a new one.

(iii) The cost to be charged from officers for purchase of computer equipment shall be calculated @ 60% depreciation per year on the written down value. The cost of software and maintenance shall not be taken into account while calculating depreciation.

¹¹ The following text of Rule 7(ii) was amended in September, 2021 on the recommendation made in 78th meeting of the Committee:-

(ii) The Computer equipment shall be procured through NICSI and in case, any equipment is not empanelled at NICSI, the same can be procured from an authorized vendor at the rate contract approved by the Government and in case of proprietary items through authorised vendors of manufacturer with the approval of Chairman of the Committee.

¹² The following text of Rule 7(v) was amended in September, 2021 on the recommendation made in 78th meeting of the Committee:-

The cost to be charged from officers for purchase of computer equipment shall be calculated @ 60% depreciation per year on the written down value.

8. Standing Technical Advisory Committee (STAC)

- i. The Committee shall constitute a Standing Technical Advisory Committee (STAC) comprising of officers of the Secretariat and the NIC. The Committee shall be free to vary the composition of STAC as it deems fit.
- ii. STAC shall advise the Committee regarding:
 - (a) Annual review of the Scheme, particularly with regard to revision of financial entitlement of Members and additions/deletions/modifications in the list of computer equipment at Annexure;
 - (b) Any other matter that the Committee may refer to it.

9. Training¹³

The Secretariat may organize, from time to time, training programmes for the Members and Officers, in collaboration with the NIC and ¹⁴Ministry of Electronics and Information Technology to familiarize them with the use of computer equipment /customized software and latest developments in e-governance.

10. Provision for Relaxation of Rules.

Notwithstanding anything contained in these Rules, the Chairman, Rajya Sabha may relax any rule in its application, if so recommended by the Committee.

11. Provision for Amendment

These rules may be amended with the approval of the Hon'ble Chairman, Rajya Sabha.

12. Repeal

The Provision of Computers to Members of Parliament and Officers- Rules and Procedures, 1995 are hereby repealed without prejudice to anything done under those rules before the coming into force of these rules.

¹³The following text of Rule 9 was amended in October 2014 on the recommendation made in 72nd meeting of the Committee:-

The Secretariat may organize, from time to time, training programmes for the Members and Officers, in collaboration with the NIC, to familiarize them with the use of computer equipment and software.

¹⁴ The following text of Rule 9 was amended in October 2014 on the recommendation made in 78nd meeting of the Committee:-

The Secretariat may organize, from time to time, training programmes for the Members and Officers, in collaboration with the NIC and Department of Electronics and Information Technology to familiarize them with the use of computer equipment /customized software and latest developments in e-governance.

Items of Computer Equipment and Software
[sub-rule (iv) of Rule 4 refers]

1. Desktop computer
2. Laptop Computer
3. Pen drive
4. Printer (DeskJet/ LaserJet/Multi-function/portable)
5. Scanner
6. UPS (with desktop only)
7. Handheld communicator/computer/smart phone¹⁵
8. Data internet cards
9. MS Office suite
10. Language software and Speech recognition software
11. e-Reader
12. Computer Monitor
13. External Hard Drive
14. Ancillary items/necessary accessories to the IT equipment –
 - (i) Anti-Virus Software
 - (ii) Speakers
 - (iii) Headphone
 - (iv) Microphone
 - (v) WebCam
 - (vi) Bluetooth Headset/ AirPods
 - (vii) Stylus (compatible)
 - (viii) External Keyboard, Smart Keyboard
 - (ix) Laptop Bag
 - (x) Cooling Pad
 - (xi) Phone/eReader Cover
 - (xii) Tempered Glass/Screen Guard
 - (xiii) Warranty extension packs
15. Any other equipment with approval of the Chairman of the Committee

¹⁵The words “smart phone” has been inserted at item no 7 in October 2014 on the recommendation made in 72nd meeting of the Committee.

PROCEDURE
FOR THE PURCHASE OF COMPUTER EQUIPMENT BY MEMBERS
(Under sub rule (vi) of Rule 4)

I Admissible Hardware/Software

The following computer equipment and software can be purchased by the Members under the Rules:

- (i) Desktop computer
- (ii) Laptop Computer
- (iii) Pen drive
- (iv) Printer (DeskJet/LaserJet/Multi-function/portable)
- (v) Scanner
- (vi) UPS (with desktop only)
- (vii) Handheld communicator/computer /smart phone
- (viii) Data internet card
- (ix) MS Office suite
- (x) Language software and Speech recognition software
- (xi) E-reader
- (xii) Computer Monitor
- (xiii) External Hard Drive
- (xiv) Ancillary items/necessary accessories to the IT equipment –
 - 1. Anti-Virus Software
 - 2. Speakers
 - 3. Headphone
 - 4. Microphone
 - 5. WebCam
 - 6. Bluetooth Headset/ AirPods
 - 7. Stylus (compatible)
 - 8. External Keyboard, Smart Keyboard
 - 9. Laptop Bag
 - 10. Cooling Pad
 - 11. Phone/eReader Cover
 - 12. Tempered Glass/Screen Guard
 - 13. Warranty extension packs
- (xv) Any other equipment with approval of the Chairman of the Committee

2. Members will have complete freedom of choice in respect of purchase of the admissible computer equipment as enumerated in para I above, and may purchase any model of reputed brands from the Original Equipment Manufacturers or their authorized vendors. Members may also purchase the equipment from any vendor of their choice; however, in that case, they should satisfy themselves about the genuineness of the products, warranty cover and the quality of after-sales-service support.

3. The Members shall themselves obtain warranty services, maintenance and insurance towards the computer equipment that they purchase using their financial entitlement.

4. In case of purchase of a Data Internet Card by a Member, reimbursement towards such tariff plans, in which the cost of Data Internet card was inbuilt, shall be allowed.

5. Members should purchase licensed software for use in the computers procured under the Scheme specified in the Rules.

II. Restriction on purchase of equipment during last 3 months of tenure

6. A Member is not entitled to purchase any computer equipment out of his financial entitlement during the last three months of his/her term and submit claim thereof. Accordingly, claims received from Members for purchase of computer equipment during the last three months of their term will not be entertained, and if received, the same will be returned to the Member.

III. Proof of Purchase

7. In pursuance of Rule 5, every Member shall produce the Bill(s), in original, of the purchase made by him/her while seeking reimbursement of the same. A bill/invoice/any other document, issued by the vendor, would constitute an admissible proof of purchase provided it contains/reflects:

- i. the name of the Member;
- ii. the serial number of each equipment sold;
- iii. the fact that the goods have been delivered; and
- iv. the fact that the payment has been received in full.

IV. Removal of Difficulties

8. If any difficulty arises in giving effect to this procedure, the Chairman of the Committee on Information and Communication Technology Management in Rajya Sabha may make such provisions, not inconsistent with the provisions of the Rules, as appear to be necessary or expedient for removing that difficulty.

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