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*IT Sections (H&S)*

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

Members are informed that the Committee on Provision of Computer Equipment to Members of Rajya Sabha in its meeting held on 29<sup>th</sup> July, 2021 had *inter-alia* taken the following major decisions *w.r.t.* facilitation of computer equipment to the Members through the Scheme of Finance Entitlement for purchase of computer equipment under the The Provision of Computers Equipment (Members of Rajya Sabha and Officers) Rules, 2008:

- (i) The Committee would henceforth be known as the ‘**Committee on Information and Communication Technology Management in Rajya Sabha**’;
- (ii) The financial entitlement of Members for purchase of computer equipment is enhanced;
- (iii) The mandatory requirement for purchase of an e-Reader device using their financial entitlement for which Rs. 50,000/- would be earmarked is to be removed. However, e-Reader would remain in the list of items that can be procured; and
- (iv) The provision of payment towards the purchase of Computer Equipment through submission of Proforma Invoice is to be discarded.

2. Accordingly, consequent to necessary amendments, the revised ‘Provision of Computers Equipment (Members of Rajya Sabha and Officers) Rules, 2008’, as approved by Hon’ble Chairman, Rajya Sabha and the ‘Procedure for the Purchase of Computer Equipment by Members (under sub rule (vi) of Rule 4)’ *w.e.f.* **9<sup>th</sup> September, 2021**, are as follows:-

**THE PROVISION OF COMPUTER EQUIPMENT (MEMBERS OF RAJYA SABHA AND OFFICERS) RULES, 2008**  
**(as amended up to 9<sup>th</sup> 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 1<sup>st</sup> April, 2008.

**2. Definitions**

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

- (i) **“Annexure”** means an Annexure to these rules.
- (ii) **“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) **“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.

### 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) The 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.
- (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 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 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) The computer equipment purchased by a Member under the Scheme shall remain with him even after he ceases to be a Member.

## **5. Reimbursement 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**

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

## **7. Provision of Computer Equipment for Officers**

- (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) The 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. Such 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.

## **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. Training**

The Secretariat may organize, from time to time, training programmes for the Members and Officers, in collaboration with the NIC and Ministry 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.

**ANNEXURE**

**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 phone
8. Data internet cards
9. MS Office suite
10. Language softwares and Speech recognition softwares
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  
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## **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.

**JAGDISH KUMAR,**  
*for Secretary-General*