



Central Pollution Control Board  
(Ministry of Environment, Forest and Climate Change)  
Parivesh Bhawan, East Arjun Nagar, Delhi - 110032

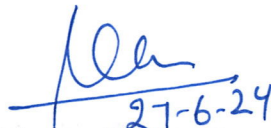
PM-12/75/2024-ADMIN-M-HO-CPCB-HO (Computer No.18466) Date : 27 Jun 2024

**CIRCULAR**

1. As per the CPCB Laptop policy issued vide Office Memorandum No. PM-12/71/2023-Admin-M-HO-CPCB(Computer No. 14297) dated 19.03.2024, the following category of officials are eligible for issue of Laptops for official use.

Eligible Officials	Regional Director, Divisional Head, Administrative Officer, Sc 'D' & above	Up to 100% both Laptop & desktop
Need basis issuance	Sc 'B' & Sc 'C'	Upto 100% Laptop & 50 % desktop
	Level 7 to Level 9	50 % officials of sanctioned strength may get laptop subject to DH recommendations
	Up to Level 6	10% Officials may get Laptop subject to DH recommendations
	Divisions / Section / Cell	1 Laptop for each

2. In view of the above, all the Divisional Heads are requested to forward the requirement of Laptops for their Division consolidately in the format given as **Annexure 'A'** and **Annexure 'B'** positively by 05 Jul 24. Officials who have already forwarded their requirement through e-receipt or otherwise are requested to forward it again as per Annexure 'A' and Annexure 'B' as procurement will be initiated consolidately for CPCB HO Delhi. Late receipt of recommendations may delay the procurement process and may not be included in this procurement.

  
27-6-24  
(Meena Sharma)  
Administrative Office (M)

**Distribution :**

1. All Division Heads, CPCB HQ
2. Division Head IT : Please upload the circular on CPCB website and e-office.
3. PS to Chairman, CPCB } For information of Chairman and MS, please.
4. PS to MS, CPCB }

**Annexure 'A'**  
**(For Need Basis issuance)**

**Division Name :**

Sl. No.	Strength of Officials in "Need basis issuance category" i.e Sc 'B' & Sc 'C'= Level 7 to Level 9 = Upto Level 6=	Name, Designation and pay Level of official recommended for issuance of Laptop	Whether computer issued	Whether already having Laptop	Detailed justification for requirement of Official Laptop (only for Need basis issuance)
1.					
2					
3					
4					

**Annexure 'B'**  
**(For Eligible Category)**

**Division Name :**

Sl. No.	Name, Designation and pay Level of the official	Whether already having Laptop	Brief detail of the requirement
1.			
2			
3			
4			