



General Administration Department-II  
Government of Goa  
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Dated:- 29/12/2021

**OFFICE MEMORANDUM**

**Scheme for providing Technology devices, including Computers to the  
Executive Officers of Goa Government.**

1. The Department of Information Technology is rolling out various initiatives whereby the G2C (Government to citizen) and G2G (Government to Government) services are being provided through online portals. For the wider and smoother adoption of online portals, senior functionaries should be well equipped and highly familiar with computer workstations, printers and other technology devices to carry out such tasks online.
2. Senior functionaries of the government also need to promptly monitor and respond to online instructions being issued by CMO, CS office through email or WhatsApp. These officers also need to attend an increasing number of meetings with other departments and the Government of India through Video Conferences. NIC studios are limited to cater to all of such video conferences, especially done through non-NIC platforms (Webex/zoom/Vidyo). The CMO is also now implementing monitoring tools like Pragati.
3. Additionally, inter-departmental coordination is possible through IT tools, e.g. Pragati, Microsoft Teams/slack, google drives. The IT department is also in the process of implementing E-Office and other online application modules.
4. Therefore, departmental heads and other key administrative functionaries should be equipped with technology devices for wider adoption of new initiatives. Senior functionaries, such as HoDs should possess personalized devices, such as tablets and laptops, for seamless and uninterrupted adoption of such services.
5. For better adoption, such personalized devices should be procured by such officers themselves rather than a 'one-size fits all' solution provided by the IT department through centralized procurement. Self procurement would also match the ability of the operator of the devices and also lead to less maintenance.


6. The Government of Goa desires to grant reimbursement for IT devices to its Executive officers, viz. all officers belonging to Goa Civil Service and Indian Administrative Service as well as those Non GCS administrative officers who are holding the post of HoDs. A reimbursement upto the ceiling of Rs 1lakh once in five years will be granted to these officers.

7. The above reimbursement would be subject to the following conditions:

- Such officers shall not take similar devices from his/her respective departments.
- Such devices and accessories may include Desktop /Laptop/i-Pad/i-Phone/Smartphones, Printer, Scanner, UPS, Webcam, Sound System, Storage devices, Memory Card Readers, Networking equipment, software services etc.
- The cost of all such purchases shall be upto Rs. 1 lakh once in five years. In case, the cost of such purchase exceeds this prescribed ceiling, the reimbursement shall be restricted to the prescribed ceiling.
- After the requisite purchase, the concerned officer will furnish a utilization/undertaking to the DDO of the concerned department where he is working, stating clearly that the requisite amount has been spent/ utilized on account of purchase of technology device(s). On receipt of such a utilization/declaration, the DDO of the concerned department will reimburse the amount to the officer concerned directly.
- The facility will also be available to eligible officers who are on deputation to the autonomous or local Bodies and undertakings of Government of Goa.

8. The expenses to be incurred under the respective Budget Head/account of the Department/Autonomous bodies from where the officer is drawing his/her salary.

9. This is issued with approval of the Finance Department vide U.O. No. 1400082516 dated 08/12/2021.

  
(Anju S. Kerkar)  
Joint Secretary (GA)

To:-

1. All Secretaries/Spl. Secretaries to Government of Goa
2. All heads of department/Autonomous bodies.
3. All O.S.D's/ to Ministers, Joint Secretaries & Under Secretaries to Government of Goa.
4. Directorate of Accounts, Panaji.
5. The Sr. Dy. Director of Audit, Porvorim Goa.
6. All the Secretariat Department.
7. O/c.