



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन लिमिटेड  
Oil and Natural Gas Corporation Limited,  
निगमित नीति विभाग

Corporate Policy Section,

'ग्रीन हिल्स', ग्राउंड फ्लोर ए-विंग, तेल भवन, देहरादून  
'Green Hills', Ground Floor, A-Wing, Tel Bhavan, DEHRADUN

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No. ONGC/ER/CP/GAD/004

Date: 05.04.2018

### OFFICE ORDER (11/2018)

**Sub: LAPTOP SCHEME - 2018.**

Reference is invited to Office Order of even no. dated 16.09.2013 vide which the instructions on Laptop Scheme - 2013 were issued. The Executive Committee (EC) in its 508<sup>th</sup> meeting (Part – II) held on 19<sup>th</sup>, 20<sup>th</sup> & 27<sup>th</sup> March 2018 at New Delhi has approved the revised "Laptop Scheme – 2018" with following cost ceilings for respective level and the minimum specifications of the laptop:

**A. Level-wise cost ceiling for purchase of Laptop is as under:**

Level	Cost Ceiling
E-1 and above level executives	₹ 1,00,000 /-
E-0 / S – Level	₹ 75,000/-
Non Executives – other than S- Level	₹ 60,000/-


The Life of the laptop so purchased shall be **three years**.

**B The laptops to be purchased under the scheme should have the following minimum specifications:**

FEATURE	E-1 and above level	E-0 / S-level	Non-executives other than S level
Processor	Intel Core i-5 (6 <sup>th</sup> Generation) or higher	Intel Core i-5 (6 <sup>th</sup> Generation) or higher	Intel Core i-3 (6 <sup>th</sup> Generation) or higher
Memory	8 GB	8 GB	4 GB
Storage / HDD	128 GB	128 GB	128 GB

<b>Display</b>	12" 1920 x 1080	10" 1280 x 720	10" 1280 x 720
<b>Connectivity</b>	Wi-Fi, Bluetooth, USB, RJ 45 / USB to RJ 45 Ethernet LAN Adapter	Wi-Fi, Bluetooth, USB, RJ 45 / USB to RJ 45 Ethernet LAN Adapter	Wi-Fi, Bluetooth, USB, RJ 45 / USB to RJ 45 Ethernet LAN Adapter
<b>Operating System</b>	Windows 10 professional / Compatible to Windows Domain	Windows 10 professional / Compatible to Windows Domain	Windows 10 professional / Compatible to Windows Domain
<b>Warranty / Extended Warranty / AMC</b>	Three Years	Three Years	Three Years

2. All other terms & conditions of the Laptop Scheme shall remain unchanged.
3. These orders shall be effective from the date of issue i.e. **05.04.2018**.

  
 (S K Tomar) 5/4/18  
 DGM (HR) - CP

**KARNIACHARI**  
**SANGHATANA**