



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Regd. Office: PSEB, Head Office, The Mall, Patiala-147001

O/o Dy. CE/IT, Head Office, The Mall, Patiala

Email id: se-it@pstcl.org Website: www.pstcl.org

Circular No.: 10/IT-1092

Date: 08-02-2023

To

1. All HODs in PSTCL
2. Company Secretary, PSTCL, Patiala
3. Dy. CE/TA, PSTCL, Patiala

Memo No.: 101 /IT-1092

Date: 8/2/23

Subject: Minimum Technical Specification of Laptop, Scanner & UPS.

This is in reference to the latest Computers Norms and Guidelines circulated vide this office Circular No.09/IT-1092 dated 30.01.2023, the minimum technical specifications of Laptop, Scanner & UPS along with their maximum cost allowed as specified in Computers Norms are hereby enclosed as approved by competent authority.

The above shall replace the already notified minimum technical specification, if any.

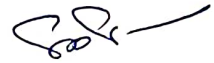
Further for clarity following guidelines besides already given in Computers Norms & Guidelines must be followed:

1. Before making the re-imburement of the Cost of the Laptop by DDO to concerned employee, it must be ensured by the concerned DDO that necessary entries have been made in the service book, etc. of the concerned employee as specified in the Computers Norms and Guidelines for PSTCL vide circular No. 9 dated 30.01.23.
2. It must be ensured that the concerned employee doesn't already have the Laptop allotted by PSTCL. Otherwise action as per the Computers Norms and Guidelines for PSTCL issued vide circular No. 9 dated 30.01.23 may be taken.
3. It must be ensured that the concerned employee who is being allowed Laptop reimbursement, under Computers Norms and Guidelines for PSTCL issued vide circular No. 9 dated 30.01.23, doesn't have the Desktop available to him. Otherwise action as per the Computers Norms and Guidelines for PSTCL issued vide circular No. 9 dated 30.01.23 may be taken.
4. On procuring the decentralized IT items, it must be ensured that the necessary entries have been made in the T&P register of the concerned office, etc. as per

procedures in PSTCL and as specified in the Computers Norms and Guidelines for PSTCL vide circular No. 9 dated 30.01.23.

Any movement/ reallocation of desktop/ laptop etc. as stipulated in norms must be informed to IT office for record and reference please along with making necessary entries in the T&P register of respective offices.

DA: As Above



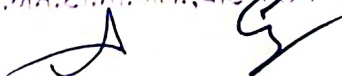
Dy. CE/IT
PSTCL, Patiala

30/01/23
10/11/23

(1) Minimum Technical Specification of Laptops for CMD/ Directors/ EIC/ CE/ CFO/ SE/ CAO/DGM/Company Secretary/IT organization & equivalent:

Sr. No.	Item	Minimum Specification
1	Processor	Intel core i5 with Clock Speed of 1.8 GHz
2	RAM	8 GB
3	Storage	500 GB SSD
4	Display	14" (35 cm)
5	Devices (inbuilt)	Keyboard, Speaker, Microphone, Webcam (Suitable for Video Conference)
6	Connectors/ communication interfaces	Bluetooth, Wi-Fi, USB, headphone/ mic socket, preferably with provision for connecting projector, etc.
7	Operating System	Genuine with auto update type Operating System
8	Battery backup	Minimum 3 hrs.
9	Accessories	Laptop Charger
10	Warranty, Insurance, etc.	Min Standard OEM warranty, Insurance, etc Regarding these also refer to Sr. No 2 of the Appendix Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23
11	Software (for office working/ use)	Word Processor, Spread Sheet, Presentation making software, PDF reader, Internet Browser, etc. All must use genuine software only, on these Laptops. Also if any software (non-technical software only) is required for office use by the respective users on this laptop, it would be deemed to be included. However reimbursement of the Laptop cost shall be restricted as specified in the Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23 It is specifically clarified that Technical Software e.g. CAD, System flow studies, etc. are not covered under this provision/ specification and should be procured as per DOP/ Purchase Regulations. Anti-Virus, if required (refer point No 5 'general guidelines of Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23)
12	Maximum Cost	As per Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23

ਉਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਆਈ.ਟੀ.
ਪੀ.ਐਸ.ਟੀ.ਪੀ.ਐਲ., ਪਟਿਆਲਾ



- (2) Minimum Technical Specification of Laptops for Sr. Xen/Manager/Dy.CAO/Dy. Secretary/AEE/AE/DM/AM/Sr.AO/AO & equivalent:

Sr. No.	Item	Minimum Specification
1	Processor	Intel core i5/ AMD Ryzen 5 or equivalent processor with Clock Speed of 1.8 GHz
2	RAM	4 GB
3	Storage	128 GB SSD
4	Display	14" (35 cm)
5	Devices (inbuilt)	Keyboard, Speaker, Microphone, Webcam (Suitable for Video Conference)
6	Connectors/ communication interfaces	Bluetooth, Wi-Fi, USB, headphone/ mic socket, preferably with provision for connecting projector, etc.
7	Operating System	Genuine with auto update type Operating System
8	Battery backup	Minimum 3 hrs.
9	Accessories	Laptop Charger
10	Warranty, Insurance, etc.	Min Standard OEM warranty, Insurance, etc Regarding these also refer to Sr. No 2 of the Appendix Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23
11	Software (for office working/ use)	Word Processor, Spread Sheet, Presentation making software, PDF reader, Internet Browser, etc. All must use genuine software only, on these Laptops. Also if any software (non-technical software only) is required for office use by the respective users on this laptop, it would be deemed to be included. However reimbursement of the Laptop cost shall be restricted as specified in the Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23 It is specifically clarified that Technical Software e.g. CAD, System flow studies, etc. are not covered under this provision/ specification and should be procured as per DOP/ Purchase Regulations. Anti-Virus, if required (refer point No 5 'general guidelines of Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23)
12	Maximum Cost	As per Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23

ਬੁਖ ਸੁੱਖ ਇੰਜੀਨੀਅਰ/ਆਈ.ਟੀ.
ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ

Ry

(3) If any officer wants to purchase Apple make laptop, he/ she shall adhere to the following minimum technical specification:-

Sr. No.	Item	Minimum Specification
1	Processor	Apple M1 chip or equivalent processor with Clock Speed of 1.8 GHz
2	RAM	4 GB
3	Storage	128 GB SSD
4	Display	13" (33 cm)
5	Rest of the minimum specification shall be admissible as per the table mentioned at Sr. No. 1 and Sr. No. 2 (whichever is applicable).	

The officer must purchase the laptop from OEM/ Authorized dealer having above proposed minimum technical specifications.

(4) Minimum Technical Specification of Flatbed document Scanner:

Sr. No.	Item	Max Cost inclusive of all taxes (Rs.)	Remarks
1	Flatbed Scanner with standard OEM warranty	Rs. 6300/-	May be procured by respective offices after due approvals as specified in the Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23.
2	Terms and conditions	As per Computers Norms and Guidelines for employees of PSTCL vide circular No. 9 dated 30.01.23 and Procurement be made as per DOP/ Purchase Regulations.	

Note: If any office require ADF document scanner it may be procure as per DOP/ Purchase Regulations on the recommendations of concerned HOD with the approval of Director-in-charge.

ਉਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਆਈ.ਟੀ.
ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।

(Handwritten signature)


P.T.O

Circular No.: 10/IT-1092

Date: 08-02-2023

(5) Minimum Technical Specification of UPS for Desktop only

Sr. No.	Item	Minimum Spec	Remarks
1	Capacity	500VA, 220 V AC	May be procured by respective offices after due approvals as specified in the Computers Norms and Guidelines issued vide circular No. 9 dated 30.01.23.
2	Maximum Cost inclusive of all taxes	Rs. 2500/-	
3	Warranty	Standard OEM warranty	
4	Terms and conditions	As per Computers Norms and Guidelines for employees of PSTCL vide circular No. 9 dated 30.01.23 and Procurement be made as per DOP/ Purchase Regulations.	


Dy. Chief Engineer/IT
PSTCL, Patiala



