

No.30-118/ Stores/LHMC/OM/2017

भारत सरकार

Government of India

स्वास्थ्य सेवा महानिदेशालय

Directorate General of Health Services

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Ministry of Health & Family Welfare

लेडी हार्डिंग मेडिकल कॉलेज एवं श्रीमती सुचेता कृपलानी अस्पताल

Lady Hardinge Medical College & Smt. Sucheta Kriplani Hospital

शहीद भगत सिंह मार्ग, नई दिल्ली - ११०००१

Shaheed Bhagat Singh Marg, New Delhi-110001

१२ अक्टूबर २०१९ / 12th October 2019

भंडार अनुभाग/Stores Section

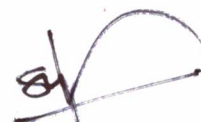
- OFFICE MEMORANDUM -

Subject: Regarding retention and surrender of Laptops and other hardware items.

The Stores Section of LHMC is procuring and distributing various items including Laptops, Computers, Pen drives and other items for the officials of various department time to time. It has been noted that while transfer to other institutes, retirement etc. of these officials, they either request for retention these items with themselves or surrender these items to the Stores for issuing of "Last Pay Certificate & No Objection certificate". Most of the time, it has been learnt that such laptops and other items surrendered by these officials while transfer/retirement are not accepted by other officials, due to which these articles kept with the concerned store for long time and also not being effectively used.

The Stores Section also feel difficulty to get these items redistributed or condemned. Therefore, it has been decided that such Laptop, Pen Drives and other articles which are in fact the property of the concerned departments after their issuance from the store, must be surrendered to the concerned department /incumbent officer/office instead of surrendering them back to the store. This practice will also bring the best use of public money by re-issuing the said articles to some other needy officials of the concerned department. In case the any official wants to retain the laptop with themselves, they need to send a proper proposal in accordance with the Ministry of Finance OM No. 08(34)/2017-E.II(A) dated 20th February 2018.

This issues with the approval of Competent Authority.



Avanish Singh
Stores Officer

LHMC & Smt. S.K. Hospital

Distributions:

1. All Heads of Department with request to circulate this OM to the department level
2. All AMS LHMC
3. CMO (A/E) LHMC
4. DD (Admn.) LHMC
5. Office of DLWC, LHMC
6. PS to Director, LHMC
7. PS to DD (Admn.) LHMC

Copy:

1. Sr. Account Officer, LHMC
2. Store Keeper, SKG-I Stores
3. Account Section, LHMC
4. LHMC Website