ABSTRACT

Free distribution of laptop computers to the students studying in Government and Government aided Schools and Colleges – Guidelines - Issued.

SPECIAL PROGRAMME IMPLEMENTATION DEPARTMENT

G.O.(Ms.)No.17   **Dated: 18.08.2011**
                                                ஆவணி 1,
                                                திருவள்ளுவர் ஆண்டு 2042

                                                Read:

G.O.(Ms.)No.1, Special Programme Implementation Department, dated 03.06.2011.

****

ORDER:

In their order read above, the Government have sanctioned a sum of Rs.912.00 crore for free distribution of 9.12 lakh laptop computers to the students studying in Government and Government aided Schools and Colleges.

2. The Electronics Corporation of Tamil Nadu (ELCOT) has been entrusted with the task of finalizing the specification and procurement of laptop computers under this scheme.

3. The guidelines for the distribution of laptop computers have been drafted in consultation with the concerned departments.

4. The students studying in Government and Government Aided Schools and Colleges and students in Government and Government aided Arts & Science Colleges, Engineering Colleges and Polytechnics will be eligible under the scheme. During current year (2011-2012) laptop computers will be distributed to the students as indicated below:

P.T.O.

Sl. No.	Directors	Type of Institution	Standard/Year of study
1.	School Education	Schools	12th Std
2.	Collegiate Education	Arts & Science Colleges	1st year & 3rd year
3.	Technical Education	a) Engineering Colleges	2nd year, 4th year (including 5th/final year students of B. Architecture and BE(sandwich) courses)
		b) Polytechnic Colleges	1st year, 3rd year (including 7th Semester students of sandwich courses)

5. After detailed deliberation during meetings and necessary inputs received from the participants in the meetings, the draft guidelines in respect of the scheme for distribution of laptop computers to students in the state has been prepared.

6. The Government after careful consideration approve the guidelines for the scheme for distribution of laptop computers to students and issue the same as annexure to this order.

7. As it was felt that necessary clarification needs to be issued about coverage of the students studying in 5th/final year of B.Arch and B.E. (sandwich) programmes and 7th Semester of the sandwich course in Polytechnic Colleges, the Government clarify that those students also will be considered for the distribution of laptop computers during the current year.

8. This order is issued with the concurrence of the Finance Department vide its U.O.No. 1997/FS/P/2011, dated 16.08.2011.

(BY ORDER OF THE GOVERNOR)

**SHIV DAS MEENA
SECRETARY TO GOVERNMENT**

To

The Principal Secretary to Government,
    Higher Education Department, Chennai - 9.
The Principal Secretary to Government,
    Revenue Department, Chennai - 9.
The Officer on Special Duty,
    Special Programme Implementation Department,
    Chennai-9
The Secretary to Government,
    School Education Department, Chennai - 9.
The Secretary to Government,

Information Technology Department, Chennai-9.
The Secretary to Government,
    Municipal Administration and Water Supply Department,
    Chennai-9.
The Principal Secretary and Commissioner of
    Revenue Administration, Chepauk, Chennai - 5.
The Managing Director, ELCOT, Chennai - 35.
The Commissioner,
    Technical Education, Guindy, Chennai - 25.
The Director of School Education,
    College Road, Chennai - 6.
The Director of Collegiate Education,
    College Road, Chennai - 6.
The Principal Accountant General (A& E), Chennai - 18.
The Accountant General (Audit), Chennai - 18.
The Director of Treasuries and Accounts, Chennai-15
The Pay Accounts Officer (South), Chennai - 35.
The Pay Accounts Officer, Chennai - 9.
All District Collectors.
The Commissioner, Corporation of Chennai,
    Rippon Buildings, Chennai-3.

Copy to:

The Principal Secretary to Hon'ble Chief Minister, Chennai- 9.
The Senior P.A. to Minister for Finance, Chennai -9.
The Special P.A. to Minister for
    Special Programme Implementation - Chennai- 9.
The Senior P.A. to Minister for Higher Education, Chennai - 9.
The Senior P.A. to Minister for School Education, Chennai - 9.
The Senior P.A. to Minister for Revenue, Chennai - 9.
The Senior P.A. to Minister for Information Technology,
    Chennai - 9.
The Private Secretary to Chief Secretary, Chennai - 9.
Finance (SW) Department, Chennai - 9.
Stock File/Spare Copy

<div align="center">

//FORWARDED BY ORDER//

</div>

SECTION OFFICER

ANNEXURE

(Annexure to G.O.(Ms.)No.17, Special Programme Implementation Department, dated 18.08.2011)

GUIDELINES REGARDING DISTRIBUTION OF FREE LAPTOP COMPUTERS TO STUDENTS

The State of Tamil Nadu has emerged as a favoured destination both for the domestic and multinational IT companies. This has opened new vistas of job opportunities for youth in Tamil Nadu. Further the students from lower rungs of the socio-economic pyramid also need to be equipped to participate in the emerging market. To provide level playing field by bridging the digital divide, develop skills and improve human resources in consonance with the millennium development goals, the Government of Tamil Nadu have decided to provide Laptop Computers at free of cost to all students studying in Government and Government aided Higher Secondary Schools, Arts & Science Colleges, Engineering Colleges and Polytechnic Colleges. Hence, The Government have issued orders in G.O.Ms.No.1, Special Programme Implementation Department, dated 03.06.2011 for distribution of Laptop Computers to the students studying in Government and Government Aided Schools and Colleges at free of cost.

2. The Electronics Corporation of Tamil Nadu (ELCOT) has been entrusted with the task of procuring laptop computers under this scheme. The ELCOT has finalized the specification and has also invited tenders for procurement of laptop computers. Selected suppliers would be required to set up service and repair centres at Taluk level. In this regard ELCOT will issue necessary circular detailing the specification and terms and conditions relating to warranty and service of the laptop computers.

3. The distribution will commence from 15th September, 2011.

4.1 Under this scheme, the students studying in Government and Government aided Schools, Arts and Science Colleges, Engineering Colleges and Polytechnics will be eligible. These students will be covered as follows:

Year	Schools	Arts / Science Colleges	Engineering Colleges	Polytechnics
2011-12	Plus Two(12th Standard)	1st & 3rd year Students	2nd & 4th year Students	1st & 3rd year, Students
2012-13	Plus Two (12th Standard)	3rd year Students	2nd & 4th year Students	1st & 3rd year Students
2013-14	Plus Two (12th Standard)	----	----	1st year Students

4.2 During current year i.e. 2011-2012, the students studying in 12th standard, 1st and 3rd year of Arts and Science Colleges, 2nd and 4th year of Engineering Colleges and 1st and 3rd year of Polytechnic Colleges will be covered.

4.3 Distribution will be taken up simultaneously in all the Districts.

5. The respective Departments such as Director of School Education, Director of Collegiate Education and Commissioner of Technical Education will be responsible for the distribution of laptop computers.

6.1. **Beneficiaries' list**: The Director of Technical Education, the Director of School Education and the Director of Collegiate Education will prepare the list of the schools/colleges under their control as per para – 4 and furnish the details of schools/colleges with number of students in the format enclosed (**Annexure-I(A),(B),(C)**) to the Managing Director, ELCOT before 5.8.2011 positively, as it would be required by the ELCOT to furnish consignee list to the

selected suppliers. A copy of these details should also be sent to the Secretary, Special Programme Implementation Department.

6.2. Each head of the institution shall prepare a class/course/branch wise list of students to be covered during current year and a duly certified copy of this list should be submitted to the concerned Director along with a soft copy before 15.8.2011**(Annexure II)**.

6.3 The concerned Heads of Institutions will ensure that the dropouts/ discontinued/transferred students are not included in the list. The Heads of Institutions will verify the correctness and certify at the bottom of each page of the above list. This list shall become the basis for distribution.

6.4 Identification of the beneficiaries should be done by the Heads of Institutions ensuring the distribution only to regular and genuine students and it should be ensured that there is no duplication.

7. **District Level Monitoring Committee:** The District Collectors will form a monitoring committee at District level to monitor the distribution of laptop computers and ensure that there are no complaints. This monitoring committee should be constituted with the representatives from the department of School Education, Collegiate Education and Technical Education. The District Level Committee may be constituted with the following members:-

(i)   District Collector will be the Chairperson of the committee.
(ii) District Nodal Officer – (District Collector shall nominate one of the Senior Officers, preferably Project Director, DRDA/Project Officer Mahalir Thittam/District Revenue Officer).
(iii) School Education – Chief Education Officer.
(iv) One representative from Collegiate Education Department
(v)   One representative from Technical Education Department

In case of Chennai City, Corporation Commissioner will form a monitoring committee with the representatives from the department of School Education,

Collegiate Education and Technical Education Department in consultation with the respective Directors. The Commissioner, Chennai Corporation will also nominate one of the Senior Officers as Nodal Officer, preferably Deputy Commissioner (Education), Chennai Corporation.

The District Collectors/Commissioner, Chennai Corporation should inform the Secretary (Special Programme Implementation), Principal Secretary (Revenue), Secretary (Information Technology), Principal Secretary (Higher Education) and Secretary (School Education) about the constitution of this committee. A copy of this should also be marked to MD, ELCOT and the concerned Directors of Education Department.

8. **Assembly Constituency wise List of Students**: The District Nodal Officer nominated by District Collector should consolidate the Assembly Constituency wise summary of beneficiary students furnished by the respective Heads of Institutions**. (Annexure III)**

9. **Delivery of Laptop Computers**: The MD, ELCOT will ensure checking of laptop computers through third party agency before supply as per terms and conditions of the supply. In addition Heads of Institutions will verify atleast 5% of the laptops (**Annexure IV**) at distribution points to ensure quality. ELCOT will also arrange for demonstration by the concerned suppliers at institution level to facilitate the beneficiaries in familiarizing with the operation of laptop computers.

10. **Technical Personnel at the time of delivery/distribution:** ELCOT should ensure that sufficient number of technical personnel are made available by the suppliers at the time of supplying the laptop computers and also while distributing the laptop computers to the students. The personnel of suppliers will facilitate in verification and demonstration at the institutions.

11.   **Distribution Methodology**: The distribution will commence simultaneously in all the districts. The order of distribution within the district will be worked out by the District Level Monitoring Committee and communicated to the MD, ELCOT who will ensure that the supply is made by the suppliers accordingly. MD, ELCOT will also do the District wise mapping of the above supply/distribution schedule.   However the distribution in a particular school/college should be completed before moving to next school/college.

12.   ELCOT should also organize orientation programmes at district level to Heads of Institutions/members of District level monitoring committee on Enterprise Resource Planning (ERP) and other aspects. While designing the ERP solution, ELCOT should ensure that the required reports as indicated in the Annexures can be generated. The instructions for 5% test checking (verification methodology) of the computers at the distribution points by the Heads of Institutions should also be part of the orientation programme.

13.   **Operation Manual and a handout on 'Dos & Donts'**: ELCOT will prepare an operation manual and a hand out on 'Dos & Donts' for the use of the students. ELCOT should also prepare necessary guidelines for the use of Heads of Institutions and other officials.

14. **Storage**: Each institution should identify and earmark proper storage space in their respective institutions for the safe keeping of the laptops till these are distributed to the students. This space should be safe and secure.. The concerned Directors will ensure it.   The District Collectors should be kept informed about these storage points.

15. The Laptop Computers will be supplied by the suppliers at the Institutions as per the list furnished by the Director of School Education, Director

of Collegiate Education and Commissioner of Technical Education. Therefore utmost care should be taken to ensure the correctness of the information provided by them such as name of the Institution and number of students to be covered during current year. Payment will be made on certification by the respective Heads of Educational Institutions.

16. **Distribution of Laptop Computers:** The distribution of laptop computers will be done by the Heads of Institutions. Each institution should maintain a separate register to record the receipt and distribution of the laptop computers **(Annexure-V)**. Each beneficiary shall sign for the receipt of laptop computers in the register maintained by the Head of the Institution. It shall also be counter signed by a teacher/official to be nominated by the respective Head of Institution. ELCOT is developing an Enterprise Resource Planning (**ERP**) for easy monitoring of supply and distribution of laptops. Detailed instructions will be issued by the ELCOT regarding the use of ERP.

17. The concerned Directors should issue necessary proceedings authorizing the Head Masters/Principals to distribute the Laptop computer to the students at the institutions.

18. Public representatives like Ministers, MPs and MLAs should be informed of the date and time of distribution and usual courtesies should be extended to the representatives attending the distribution. However, considering the logistics involved in the distribution such as transportation and storage, it is advisable to stick to the distribution schedule.

19. **Random Verification**: The concerned Director will conduct pre-distribution and post distribution check of the list of beneficiary students. The Directors should ensure that random verification of at least 10% of the cases, each before and after distribution are carried out. In addition, the District

Collectors should also arrange for random verification of at least 10% cases to ensure that laptop computers are distributed to only eligible students.

20**. Support Services**: The laptop computers carry a warranty for three years except for batteries which are covered with one year warranty. During this period the suppliers will setup service centers at Taluk level. ELCOT shall take necessary steps for establishing the required service centres/call centres, arrange to conduct demonstrations of the laptop computers at institution level to familiarize the beneficiaries etc.

21. ELCOT shall issue detailed guidelines/instructions covering various aspects such as specifications of laptop computers & terms and conditions relating to warranty, checking before supply, verification by Heads of Institutions while receiving the laptops, conduct of orientation programmes, establishment of service centres, conduct of demonstration at institution level, prepare an operation manual and hand out on 'Dos & Donts' etc.

22. The Secretary to Government, Special Programme Implementation Department may, in consultation with Secretary to Government, School Education/Higher Education/Information Technology, change any of the above guidelines relating to procedural aspects based on the exigencies that will arise then & there.

SHIV DAS MEENA.
SECRETARY TO GOVERNMENT

//True Copy//

SECTION OFFICER

-13-
Annexure-I(A)

Table (i)
Year:2011-12
School wise number of students in Government & Government Aided Schools

Name of the District:

Sl. No.	Name of the Assembly Constituency	Government School		Government Aided School	
		Name of the School	No. of Students studying in XII std	Name of the School	No. of Students studying in XII std
Total					

Table (ii)

School wise number of students in AD/Tribal/BC&MBC/Welfare/other Schools

Name of the District::

Sl. No.	Name of the Assembly Constituency	AD Welfare		Tribal Welfare		BC/MBC Welfare		Other Dept.	
		Name of the School	No. of Students studying in XII std	Name of the School	No. of Students studying in XII std	Name of the School	No. of Students studying in XII std	Name of the School	No. of Students studying in XII std
Total									

Table (iii)
District Abstract: Number of students in Government & Government Aided Schools & Welfare Schools

Name of the District: Year:2011-12

Sl. No.	Name of the Assembly Constituency	Government Schools		Government Aided Schools		AD Welfare		Tribal Welfare		BC/MBC Welfare		Others		Total	
		No.of Schools	No. of Students studying in XII std	No.of Schools	No. of Students studying in XII std	No.of Schools	No. of Students studying in XII std	No.of Schools	No. of Students studying in XII std	No.of Schools	No. of Students studying in XII std	No.of Schools	No. of Students studying in XII std	No.of Schools	No. of Students
District Total															

Signature of the district coordinating Officer

Table (iv)
State level Abstract-District wise number of schools and students

Name of the District: Year:2011-12

Sl. No.	Name of the District	No. of Assembly Constituencies	Government School		Government Aided School		AD Welfare		Tribal Welfare		BC/MBC Welfare		Others		Total	
			No. of Schools	No. of Students studying in XII std	No. of Schools	No. of Students studying in XII std	No. of Schools	No. of Students studying in XII std	No. of Schools	No. of Students studying in XII std	No. of Schools	No. of Students studying in XII std	No. of Schools	No. of Students studying in XII std	No. of Schools	No. of Students
State Total																

Signature of the Director

Annexure-I(B)
Table (i)
College wise number of students in Government & Government Aided Arts & Science Colleges

Name of the District: Year:2011-12

Sl. No.	Name of the Assembly Constituency	Government Arts & Science Colleges				Government -Aided Arts & Science Colleges			
		Name of the College	No. of Students			Name of the College	No. of Students		
			First Year	Third Year	Total		First Year	Third Year	Total

Table (ii)
District Abstract of number of students in Arts & Science Colleges.

Name of the District:						Year:2011-12			
Sl. No.	Name of the Assembly Constituency	Government Arts & Science Colleges				Government -Aided Arts & Science Colleges			
		No. of Colleges	No. of Students			No. of Colleges	No. of Students		
			First Year	Third Year	Total		First Year	Third Year	Total
	District Total								

Signature of the district coordinating Officer

Table (iii)
State level Abstract-District wise number of students in Arts & Science Colleges.

Year:2011-12

Sl. No.	Name of the District	No. of Assembly Constituencies	Government Arts & Science Colleges				Government -Aided Arts & Science Colleges			
			No. of Colleges	No. of Students			No. of Colleges	No. of Students		
				First Year	Third Year	Total		First Year	Third Year	Total
	State Total									

Annexure-I(C)
Table (i)
Polytechnic wise number of students in Government & Government Aided Polytechnics

Name of the District: _____   Year:2011-12

Sl. No.	Name of the Assembly Constituency	Government Polytechnics				Government Aided Polytechnics			
		Name of the Polytechnic	No. of Students in			Name of the Polytechnic	No. of Students in		
			First Year	Third Year	Total		First Year	Third Year	Total

Table (ii)
District Abstract: Number of Polytechnic and students

Name of the District: _____   Year:2011-12

Sl. No.	Name of the Assembly Constituency	Government Polytechnics				Government -Aided Polytechnics			
		No. of Polytechnics	No. of Students			No. of Polytechnics	No. of Students		
			First Year	Third Year	Total		First Year	Third Year	Total
District Total									

Signature of the district coordinating Officer

Table (iii)
State level Abstract: District wise number of Polytechnic and students

Name of the District: _____   Year:2011-12

Sl. No.	Name of the District	No. of Assembly Constituencies	Government Polytechnics				Government -Aided Polytechnics			
			No. of Polytechnics	No. of Students			No. of Polytechnics	No. of Students		
				First Year	Third Year	Total		First Year	Third Year	Total
State Total										

Table (iv)
College wise number of students in Government & Government Aided Engineering Colleges

Name of the District: Year:2011-12

Sl. No.	Name of the Assembly Constituency	Government Engineering Colleges				Government Aided Engineering Colleges			
		Name of the College	No. of Students in			Name of the College	No. of Students in		
			Second Year	Fourth Year	Total		Second Year	Fourth Year	Total

Table (v)
District Abstract: Number of students in Engineering Colleges.

Name of the District: Year:2011-12

Sl. No.	Name of the Assembly Constituency	Government Engineering Colleges				Government -Aided Engineering Colleges			
		No. of Colleges	No. of Students			No. of Colleges	No. of Students		
			Second Year	Fourth Year	Total		Second Year	Fourth Year	Total
	District Total								

Signature of the district coordinating Officer

Table (vi)
State level Abstract: District wise Number of students in Engineering Colleges.

Name of the District: Year:2011-12

Sl. No.	Name of the District	No. of Assembly Constituencies	Government Engineering Colleges				Government -Aided Engineering Colleges			
			No. of Engineering College	No. of Students			No. of Engineering Colleges	No. of Students		
				Second Year	Fourth Year	Total		Second Year	Fourth Year	Total
	State Total									

Annexure-II

List of students for distribution of Free Laptop Computers – (2011-12)

Name of the District :

Name of the Assembly Constituency :

Category : School / Arts & Science College / Engineering College / Polytechnic

Name of the Institution with Address:

Sl. No.	Group / Branch / Course	Year of Study	Section (if applicable)	Name of the Student
(1)	(2)	(3)	(4)	(5)

It is certified that the above particulars are verified and found to be correct.
It is further certified that the above list does not include dropouts/discontinued/transferred students.

Signature of Head of Institution

Annexure – III

Distribution of Free Laptop Computers – (2011-12)

Assembly Constituency wise Beneficiary Details

Name of the District:

Sl. No	Name of the Constituency	School Education		Arts & Science Colleges				Engineering Colleges				Polytechnics				Grand Total (4)+(8)+(12)+ (16)
		No.of Schools *	No. of Students in 12th Standard	No. of Colleges	Number of Students in			No. of Colleges	Number of Students in			No. of Polytechnics	Number of Students in			
					First Year	Third Year	Total (6)+(7)		Second Year	Fourth Year	Total (10)+(11)		First Year	Third Year	Total (14)+(15)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

* The Schools under the control of other departments like Adi Dravida Welfare, Tribal Welfare, BC/MBC Welfare should also be included

Signature of District Nodal Officer

Annexure – IV

Distribution of Free Laptop Computers – 2011-12

Verification Certificate for Quantity and Quality of Laptop Computers Received

Name of the Institution / Centre: **Date:**

Sl. No.	Name of the supplier	Number of Laptop Computers			Verification			Demonstration conducted Yes / No
		To be supplied	Actually received	Shortfall if any	Number verified	Received in good condition	Not received in good condition, warranting replacement	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of Head of Institution

Annexure – V

Acknowledgement for the receipt of Free Laptop Computers – (2011-12)

Name of the District :

Name of the Assembly Constituency :

Category : School / Arts & Science College / Engineering College / Polytechnic

Name of the Institution with Address:

Sl. No.	Group / Branch / Course	Year of Study	Section (if applicable)	Name of the Student	Serial number of the Laptops issued	Date of issue	Signature of the Student	Counter Signature by Teacher	
								Name	Signature
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of Head of Institution