

SI 8.7A: Procedures for procurement, accounting, distribution and disposal of tablet computers

DDU-GKY Guidelines notified vide Notification no. 4 dated 10th February 2015, provide for one time expenditure per candidate on tablet computers to Category 'A' and Category 'B' PIAs. The Section 3.2.2.5 of the Guidelines states that:

".... The PIAs in category 'A' and 'B' will be provided a one-time expenditure of Rs.5000 per trainee for the tablet computers....

One tablet computer per trainee will be available at each centre. The tablet computer cannot be taken out of the centre. Based on the session plans, interactive learning modules will be loaded into the tablet computer and provided to each trainee."

2. The procedures for procurement accounting, distribution and disposal of tablet computers are provided here.

3. Specifications of tablet computers

The minimum specification for the tablet computers as specified in Section 3.2.2.5 of Guidelines is modified as below keeping in view the advancement in technology and their availability.

Specification Type	Minimum Specification as per guidelines	Revised Minimum Specification	Remarks
Processor	1GHz Single-core	1.0 GHz Dual-Core	Dual-Core or higher processor technology will give better processing speed
Display	7" WVGA (800x480)	7" WSVGA (1024x600)	Higher screen resolution will give a better viewing experience
Audio	Stereo headset, MIC,	Stereo headset, MIC,	No Change

Specification Type	Minimum Specification as per guidelines	Revised Minimum Specification	Remarks
	mono speakers	mono speakers	
Camera	VGA, Fixed Focus, 15fps front camera	VGA, Fixed Focus, 15fps front camera	No Change
Communications	Wifi 802.11 b/g	Wifi 802.11 b/g, GSM/GPRS/3G	GSM/GPRS /3G Support is recommended to provide a fall back option for internet connectivity where Wifi is not available.
Expansion	USB 2.0 device/host, memory card	USB 2.0 device/host, memory card	No Change
Power/Battery	3000mAh, 5Vdc USB charger	3000mAh, 5Vdc USB charger	No Change
RAM	512MB DDR	1 GB DDR	More number of applications can run simultaneously with higher RAM capacity.
Internal Storage	4GB eMMC	8 GB	More number of applications could be stored with higher internal

Specification Type	Minimum Specification as per guidelines	Revised Minimum Specification	Remarks
			storage capacity

4. Costing of tablet computers:

4.1 Tablet computers are a tool provided by this Ministry to the candidates, for learning in an interactive and a digital environment. It is a tool to be used for learning effectiveness and to promote digital inclusion in a pre-dominantly digital world. The Guidelines do not intend to define the cost of tablet computers to be procured by Project Implementing Agencies. It only provides for one-time expenditure support of Rs.5000 per candidate and intends to cover:

- Cost of tablet computers conforming to the minimum specifications as notified by DDU-GKY from time to time
- Cost of replacement of tablet computers / Buffer stock
- Expenses on Maintenance & Repair
- Cost of Development of Interactive Learning Modules

4.2 Explaining the costing further, the actual cost of each tablet computer procured along with the above mentioned components may be more than Rs.5000. It also means that the tablet computer has to be used in multiple batches to meet the cost of procurement and software to be used for training delivery. It is recommended that a tablet computer may be used for a maximum of 3 consecutive batches, i.e. the average cost that can be expended on procurement of a tablet computer, its maintenance, and development of learning material shall be up to $\text{Rs.5000} \times 3 = \text{Rs.15000}$.

5. Procurement of tablet computers:

Though no particular method is prescribed for procurement of tablet computers, PIA should ensure that whatever be the method of procurement the tablet computers should remain with the PIA after 3 batches are trained so that they can be used for distribution to candidates.

6 Usage of tablet computers

6.1 As specified in the Guidelines, at all times, one functional tablet computer for each candidate shall be available at a training centre. It is essential, that the tablet computers are used by the training centres and the trainers in a manner which increases the flow of interactive and digital friendly content. Usage of tablet computers by the candidates should be

encouraged by providing them with ample time to operate the device and provide special practice / work sessions.

6.2 Tablet computers will be distributed to and collected from students on a daily basis. The details of distribution are given in Chapter 4, Section 4.8: Protocol for managing tablet computers and electronic content, of Manual of Standard Operating Procedures (SOP).

6.3 Further, tablet computers should not be normally taken out of a training centre. However, to improve learning outcomes a PIA can permit candidates to take tablet computers out of the training centre to the place of stay in case of residential candidates. PIA can also permit tablet computers in exceptional circumstances out of non-residential centres for academic works like completing assignments, etc. However, it is reiterated that PIA has complete authority and discretion to decide whether to permit tablet computers outside of a training centre depending on the confidence a PIA has in a candidate to ensure safe custody and return of tablet computer.

6.4 Replacement of the malfunctioning tablet computers should be done on immediate basis. At any cost, training of a candidate should not suffer due to non-availability of the tablet computers. The PIA must foresee the percentage of tablet computers which might need replacement or go for repair and maintenance during the training and hence duly procure a buffer of such tablet computers. In case, no buffer stock is maintained, the tablet computers must be replaced or repaired within 5 days of tablet computers being reported impaired.

7. Accounting for tablet computers

Accounting of money spent on tablet computers shall be done in the following manner:

- a. In PFMS, a separate head for booking of all transactions incurred with regard to “tablet computer” has been created
- b. Tablet computer should be treated as assets as per norms specified in chapter 8 of SOP
- c. Below mentioned components shall be booked as an expenditure under the head “Tablet computer” in PFMS:
 - i. Cost of tablet computers conforming to the minimum specifications as notified by DDU-GKY from time to time
 - ii. Cost of development of interactive learning material.
 - iii. Cost of replacement of tablet computers / Buffer stock
 - iv. Repair & Maintenance of tablet computers
- d. Any expenditure in deviation of the budgeted amount under tablet computers cannot be adjusted against any other budgetary head of the project. In other words any surplus which is not spent for “tablet computers”, shall be accounted for in the project books and shall be adjusted against the 4th instalment payable to the PIA.

- e. Disposal of the tablet computers shall be according to the procedure mentioned in para 10 below.
- f. Tablet computers should be depreciated as per chapter 8 of SOP.

8. Physical control / Storage of tablet computers

For Physical control of tablet computers, it is clarified that:

- a. The planning for procurement and storage of tablet computers must be done by the PIAs well in advance.
- b. Based on experience and analysis a PIA must provide for buffer stock of tablet computers so that training of candidates doesnot suffer.
- c. A complete record must be maintained by the PIA regarding the assignment of tablet computers to the candidates as per SF 4.8B of the SOP. It would be desirable for the PIA to distribute the same tablet computer to a candidate to enhance ownership and effective continual use.
- d. Serial no. of available tablet computers shall be recorded by the PIA Ops team; the availability of which shall be physically verified by PIA Q team, CTSA/SRLM during due diligence and inspection(s).

9. Role of PIA Ops team, Q team & CTSA/SRLM

9.1 PIA Ops Team to ensure:

- a. Availability of tablet computer for every candidate in that centre during the course of the batch.
- b. Daily handing over and collection of tablet computers from the candidates.
- c. All interactive learning materials are loaded and working
- d. In case of any damage, repair / replacement of the damaged tablet computer with the fresh one without impacting the training of the candidate

9.2 PIA Q Team & CTSA/SRLM:

Q team should verify and certify availability of tablet computers as per Section 5.2.1.2 of the SOP. While undertaking inspection, Q team shall ensure that the check leads to assessing the following:

- a. Availability of tablet computer for every candidate in that centre during the course of the batch.
- b. Physical verification of tablet computers should be verified and certified.
- c. Ensuring non-duplication of serial number of tablet computers.
- d. Verify serial number of tablet computers from the procurement documents / Invoice raised by the supplier.
- e. Verify the functioning of the tablet computers on sample basis.
- f. Learning of candidates on the tablet computer needs to be verified; whether candidates comfortable using the tablet computers or not.

- g. Interactive learning module is uploaded on the device and is functioning also has to be verified.
- h. Verify whether proper accounting is done for tablet computers.
- i. A surprise check needs to be undertaken by SRLMs and CTSA as a part of one of the inspection visits and report submitted. Physical verification needs to be undertaken by the auditor as part of the annual audit as per ICAI norms and due report submitted

10 Disposal of tablet computers

10.1 Tablet computers shall be disposed of in two ways, as noted below:

- a. Disposal by distribution to candidates as detailed in 10.2 below. This method of disposal should be mandatorily adopted except for cases given in 'b' below.
- b. Those tablet computers which could not be disposed as per the process mentioned in para 10.2 below, shall be disposed of as per specifications given for disposal of assets in chapter 8 of SOP.

10.2 Disposal of used tablet computers – Distribution to Candidates

- 10.2.1 All working tablet computers after the expiry of useful life i.e. equivalent to 3 batches can be pooled for handing over to candidates as prizes. The procedure for identifying of tablet computers for giving as prizes is follows:
- i. It should have completed the useful life (three batches of training)
 - ii. It should be functioning on the day it is picked for distribution among candidates
 - iii. The number should be estimated at end of every month conservatively

10.2.2 Selection of candidates for tablet computer distribution:

Out of the tablet computers identified for distribution to candidates as prizes:

- 50 % will be given to candidates who completed training in a month¹
- The rest 50 % will be given to candidates who successfully completed placement as defined in the SOP

10.2.2.1 Selection of candidates who completed training

- a) The total number of tablet computers available for distribution in the previous month will be divided by number of batches completing training (including OJT and assessment) in the month to arrive at number of tablet computers to be distributed for the batches completing training in that month. For example, tablet computers available for distribution by end of December will be given to candidates who complete training in January. If the quotient is not a whole number then left over tablet computers will be assigned on lots. If 19 tablet computers are to be distributed over 5 batches each batch gets 3 tablet computers and the remaining 4 tablet computers will be assigned to 4 batches by drawing lots.

¹1st and 2nd batches may not get tablet computer as prizes.

- b) The criteria for selection of candidates who completed training as prize winners (in decreasing order of priority) in a batch are as follows:
- Based on total marks in internal assessment
 - Based on total marks in internal assessment in domain skills
 - Based on total marks in internal assessment in computer skills
 - Based on total marks in internal assessment in English skills
 - Based on total marks in internal assessment in soft skills
- c) The following further rules are specified for selecting the candidates:
- If there is a tie in marks, effort should be made to give prizes to both candidates. However, if this not possible lots should be drawn to decide the prize winner.
 - If a student is eligible for more than one prize he/she will get only one tablet computer. PIA may give these candidates proficiency certificates.
 - Depending on the number of tablet computers available the following is prescribed:
 - Give at least one tablet computer in each category in each batch. However, if the number of tablet computers is less than the categories then they should be assigned as per priority with category on the top (numbered i) having the highest priority.
 - If there are more tablet computers than the number of categories, after assigning one tablet computer to sl no. iii, iv and v the rest can be shared equally between serial numbers i and ii.

10.2.2.2 Selection of placed candidates

Prize winners from placed candidates will be selected as given below:

- Number of prizes will be announced every month
- Candidates for whom physical verification is completed in the month will be listed out. For these candidates sum of the CTC for the best three months will be compiled and it will be used to arrange candidates in descending order.
- As many candidates as the number of prizes to be distributed will be selected from the top

10.2.3 When a candidate personally collects the tablet computer, PIA should take a statement from the candidate that he/she has received the tablet computer as a prize. This should be produced as proof of disposal.

10.2.4 When a candidate cannot collect the prize personally it may be sent by speed post/courier to the candidates. In such a case a courier receipt and PIA's self-certificate that he sent it would suffice as proof of disposal.

11. Audit Certificate

11.1 The annual and closure audit certificates shall also contain disposal of tablet computers as per chapter 8 of SOP