

No. DIT-G(2)-6/2008-Vol-I-LOOSE -117
Government of Himachal Pradesh
Department of Information Technology

From

**Principal Secretary (IT) to the Government of
Himachal Pradesh**

To

- 1. All the Administrative Secretaries to the
Government of Himachal Pradesh**
- 2. All the Heads of Departments in H.P.**

Dated: Shimla -171013

the ^{29th} March, 2017

**Subject: Need for Computerization to accelerate the efficiency and
accountability in the functioning of the Government - Latest
instructions thereof - modification of instruction**

Sir / Madam,

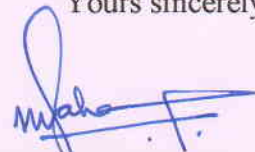
This is in continuation to this Department letter of even number dated 25th July, 2016 on the above cited subject. In partial modification to the same, I have been directed to convey the following instructions for Administrative Secretaries: -

1. Cost of the device including standard software (Desktop/ Laptop/ Tablet/ Touch Screen Device/ Printer/ UPS including MacBook, iPad of their choice including basic accessories and software as per detail given in the **Annexure- "A"**) should not exceed Rs 85,000/-.
2. Purchase procedures prescribed under GFRs/ CVC guidelines may be followed.
3. The Officer who is given the device, shall be personally responsible for its safety and security, which shall continue to remain Government property. In case of its loss, cost will be recovered from the officer based on the book value of the device. The Officer concerned will be at liberty to get the device insured at his personal cost.
4. Only one device may be issued to an entitled Officer. The Officer will have

option to retain the device after three years by paying 10% of the original cost. In case the concerned Officer wishes to retain device before the completion of three years' period, he will have to pay the cost equal to the book value of the device.

5. For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, will be adopted.
6. No new device may be sanctioned to an Officer, who has already been allotted a device, in a Ministry/ Department, up to three years or till fitness of such device is certified by NIC of that Ministry/ Department, whichever is later. Upon the transfer of the Officer to another Ministry/ Department of the Government of Himachal Pradesh, he may exercise the option of carrying this device to his new posting with the approval of the SAD Department. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer from the Ministry/ Department, except when such device has completed the stipulated period of three years or its useful lifespan, whichever is later.
7. Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal.

Yours sincerely,



(Manasi Sahay Thakur)

Director,

**Department of Information Technology,
Himachal Pradesh.**

Annexure "A"

Accessories

1. External Optical Drive
2. Data Cables (HDMI, VGA, LAN Cable)
3. Printer
4. UPS
5. External HDD
6. Pen Drive
7. Web Camera
8. Head Phone
9. External Speakers
10. Cover/ Case/ Carry Case
11. Screen Guard
12. Any other peripheral device

Software

1. MS Office or equivalent
2. Antivirus
3. Operating System
4. Application Software