

No. DIT-G(2)-6/2008-Vol-1-Loose *— 100*

Government of Himachal Pradesh
Department of Information Technology

From

**The Additional Chief 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

25th the July, 2016

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

Sir,

This is in continuation to this office letter No. IT-G(2)-6/2008-Vol-I-Loose dated 24th February, 2014 on the subject cited above.

In partial modification to the same, following instructions are issued for Administrative Secretaries:-

1. Cost of the device, including standard software 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 the option to retain the device after four years by paying 10% of the original cost.
5. For the purpose of calculation of the book value, a depreciation of 25% per year, on reducing balance, 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 four years or till the 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 India, he may exercise the option of carrying this device to his new posting with

the approval of the Administrative Secretary. No new device may be issued to a new incumbent if the device is returned by his predecessor upon his transfer from that Ministry/Department, except when such device has completed the stipulated period of four years or its useful lifespan, whichever is later.

7. Disposal of the gadgets may be as per extant norms prescribed for e-waste disposal.

By Order

**Additional Chief Secretary(IT),
to the Government of H.P.**

Endst.No. IT-G(2)-6/2008-Vol-I-Loose -150 Dated: Shimla-171013 the 25th July,2016

Copy forwarded for information to:-

1. Principal Secretary (Finance) to the GoHP.
2. Accountant General (Audit) H.P. Shimla-3
3. Deputy Accountant Genera(A&E) H.P. Shimla-3
4. All District Treasury Officers.



(Manasi Sahay Thakur)
Director,
Department of Information Technology
Himachal Pradesh.