

From

**The 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 -171009

the 24<sup>th</sup> February, 2014.

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

Sir/Madam,

In continuation to this Department letter of even number dated 22<sup>nd</sup> January, 2013 on the above cited subject and subsequent decision taken during the COS meeting held on 8<sup>th</sup> March, 2013 with regard to providing of Computer & Printer or a Laptop to the Administrative Secretaries for their official use.

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

1. All Administrative Secretaries are allowed to procure computer hardware like Desktop/ Laptop/ Tablet/ Printer/ UPS including MacBook and iPad of their choice including basic accessories and Software as per detail given in the Annexure "A". However, the maximum cost of hardware including cost of accessories and software should not exceed Rs. 85,000/-
2. The Information Technology Department would incur onetime capital expenditure for the procurement of hardware/ software for which necessary funds would be allocated by the Finance Department. The SAD Department would collect the requirement from Administrative Secretaries and forward the same to

IT Department. However, once the hardware/ software is delivered, the record keeping/ stock entry would be done by the SAD in order to ensure that in the event of transfer/ posting out of Secretariat or in case of retirement, the said hardware/ software is handed over to the SAD.

3. The Administrative Secretaries are given option to retain the computer/ laptop on payment of book value subject to the condition of payment of min. 10% of the original cost of the device. For the purpose of calculation of book value, depreciation @ 15% per annum may be adopted.
4. The Information Technology Department has issued circular with regard to reimbursement of Data Card charges to the Administrative Secretaries in the form of "FIXED BIMONTHLY CHARGES" amounting to Rs 1250/- w.e.f. 1.1.2014. The Data Card charges of Administrative Secretaries would be reimbursed by the SAD and the GAD would reimburse charges of the Resident Commissioner to the Government of Himachal Pradesh at Delhi.

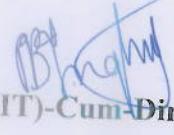
**By Order**

**Principal Secretary (IT)  
to the Government of H.P.**

**Endst. No. IT-G(2)-6/2008-Vol-I-LOOSE      Dated: Shimla-171009      the      Feb, 2014**

**Copy forwarded for information to:-**

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

  
**Special Secretary (IT)-Cum-Director (IT)**  
**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