

/278613/2023

No. DIT-F07/5/2022-IT-DIT (E-98709) - 143
 Government of Himachal Pradesh
 Department of Digital Technologies and Governance

From

**The Secretary (DT&G) 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
 Himachal Pradesh**

Dated: Shimla-171013

the

th
 18 November, 2023

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

This is in continuation to this Department letter of even number dated 22nd March, 2017 and all previous letters on the subject cited above. In partial modification to the same, I have been directed to convey the following instructions for Administrative Secretaries:

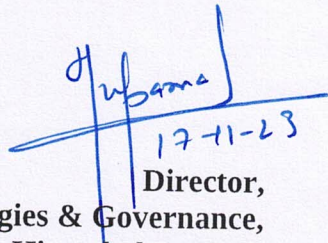
1. **Cost of Device:** Cost of the device (Laptop; tablet; phablet, notepad, iPad; MacBook; Printer; UPS; notebook; netbook; mobile or devices of similar categories including standard software*) should not exceed Rs. 1,00,000/-+ taxes.

***Standard Software:** Any software (Operating System, Antivirus software or MS-Office etc.) that is essential for the running of device towards discharge of official functions/duties.

2. **Purchase Procedures:** As prescribed under HPFR read with procurement guidelines issued by the FD from time to time.
3. **Safety, Security & Maintenance of Device:** The device shall be property of Government upto 4 years from date of purchase. The expenditure to be incurred for the maintenance and upkeep of the device post warranty period is to be borne by the Department of Digital Technologies & Governance. However, the officer, who is given the device, shall be personally responsible for safety and security of data/information. The officer concerned will be at liberty to get the device insured at his/her personal cost.
4. **Book value of the device:** For the purpose of calculation of the book value, a depreciation of 25% per year (pro-rata basis), on straight line method, be adopted. Illustration to determine the book value of the device is given at **Annexure-A**.

/278613/2023

5. **Retention of device:**
- (a) Post completion of four years of usage, the officer shall retain the issued device.
- (b) No new device may be sanctioned to an officer who has already been allotted a device, in a department, up to four years except in case of repair which is declared as "**beyond economical repairs**". In such case, the device shall be retained by the officer without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A BER certificate to this effect shall be obtained from the OEM or its authorized service center or agency/company providing AMC services to the department.
6. **Beyond Economical Repair (BER):** When repair cost is considered too high (exceeding 50% of book value of equipment taking depreciation into account). Such cases should be dealt on case-to-case basis.
7. **Conditions at the time of transfer, Superannuation etc.:** In case where, at the time of purchase of device if the residual service of the officer is less than 4 years (or in case the officer is transferred/deputed to Central Govt. and with residual service of less than 4 years) or the officer leaves the Government Service within 4 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount equal to book value of the device on such date of relief from Government of HP.
8. **Instructions for Departments:** For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of letter dated 22.01.2013, letter dated 24.02.2014, letter dated 25.07.2023 & letter dated 22.03.2017, the terms & conditions for retention of the device shall now be governed as per Para 5 of this letter and in case of transfer/ superannuation of the officer provisions of Para 7 above shall be applicable.
9. Disposal of the gadget may be as per extant norms prescribed for e-waste disposal.
10. This is issued with the approval of Finance Department.


17-11-23
Director,
Department of Digital Technologies & Governance,
Himachal Pradesh

ANNEXURE-A**Example**

An eligible officer is issued a device (including standard software) costing Rs. 1,00,000/- plus applicable taxes and levies. Calculation of Depreciation, book value of the device (including software) is as below:

Formula:

Percentage of depreciation = $(100/48) \times \text{No. of months elapsed or completed from the date of purchase of the device.}$

Illustration:

Date of purchase of device	Date of retirement/leaving the service	Completed month	Depreciation	Book value of the device/ amount to be recovered from the employee
20.04.2023	30.04.2024	12 months	25%	75% of the original amount*
20.04.2023	20.10.2024	18 months	$(100/48) \times 18 = 37.5\%$	62.5% of the original amount
20.04.2023	30.04.2025	24 months	50%	50% of the original amount
20.04.2023	19.03.2026	34 months	$(100/48) \times 34 = 70.83\%$	29.17 % of the original amount

*Original amount in this case is 1,00,000/- plus applicable taxes and levies.
