

तत्काल/ तिथि बद्ध

प्रेषक

महानिदेशक उच्चतर शिक्षा, हरियाणा,
शिक्षा सदन, सैक्टर-5, पंचकूला ।

सेवा में

राज्य के सभी राजकीय महाविद्यालयों के
प्राचार्यों को,

यादी क्रमांक: 18/20-2020 C-III (3)
दिनांक: पंचकूला 18-12-2020

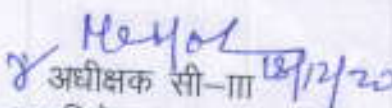
विषय:-

1. State Policy for the administration of staff cars/vehicles and purchase of staff cars/vehicles by the Government Departments/Boards/Corporations etc.
2. Policy and procedure for procurement, replacement and disposal of old and obsolete Telecommunications & Computing/IT products, Electronics items etc.

उपरोक्त विषय पर आपको लिखा जाता है कि आप निदेशक आपूर्ति एवं निपटान विभाग हरियाणा की हिदायतों अनुसार बेकार/नकारा सामान को जिला उपायुक्त की अध्यक्षता में गठित कमेटी से रिजर्व प्राईज निर्धारित करवाने उपरान्त निदेशालय को निलामी की प्रशासकीय अनुमति के लिए प्रस्ताव भिजवाएं।

इसके अतिरिक्त आपको यह भी सूचित किया जाता है कि Replacement and disposal of old and obsolete Telecommunications & Computing/IT products, Electronics items etc. के लिए सूचना प्रौद्योगिकी सचिवालय हरियाणा द्वारा जारी हिदायतों अनुसार कार्यवाही करें।

संलग्न- दोनो हिदायतों की प्रतियां


अधीक्षक सी-III 18/12/20
कृते महानिदेशक उच्चतर शिक्षा,
हरियाणा, पंचकूला
H



No. 3/20/2000/3SIT/2769
From Principal Secretary to Government Haryana,
Electronics & Information Technology Department.

- To
1. All the Administrative Secretaries to Government Haryana.
 2. All the Head of Departments in Haryana.
 3. Registrar, Punjab & Haryana High Court.
 4. All the Divisional Commissioners in Haryana.
 5. Managing Directors/ Chief Administrators/Chief Executive Officers of all the Boards, Corporations etc. in Haryana.
 6. All the Deputy Commissioners in Haryana.
 7. Registrars of all the Universities in Haryana.

Chandigarh dated, the 06.10.2015

Subject: Policy and procedure for procurement, replacement and disposal of old and obsolete Telecommunications & Computing/ IT products, Electronics items etc.

In supersession to this office letter bearing no. 3/20/2000/3SIT/2242 dated 28th April, 2011 on the subject cited above, the Government has re-considered the matter and decided to revise the above referred policy/ procedure as per the enclosed Annexure 'A'.

2. This issues with concurrence of the Finance Department conveyed vide their U.O. No. 11/61/2014-1FD-III/19214 dated 01.10.2015.



Sr. Administrative Officer
for Principal Secretary to Government Haryana,
Electronics & Information Technology Department.

Endst No. 3/20/2000/3SIT/2770

Chandigarh dated, the 06.10.2015

A copy is forwarded to the following:-

1. Managing Director, HARTRON - with request to create store at ERDC, Ambala for disposal of items of Head offices of various Government Departments/ Organizations.
2. All DCs - cum - Chairman District IT Society in the State- with the request to create a store at respective District for disposals of items of various Government Departments/Organizations located at District level.


Sr. Administrative Officer
for Principal Secretary to Government Haryana,
Electronics & Information Technology Department.

9th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. 160001

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GOVERNMENT OF HARYANA

Policy and procedure for procurement, replacement and disposal of old and obsolete Telecommunications & Computing/ IT products, Electronics items etc.

ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT

Policy and procedure for procurement, replacement and disposal of old and obsolete Telecommunications & Computing/ IT products, Electronics items etc.

A. Procurement entitlements:

1. The revised financial limits/ entitlements for procurement of mobile phone instruments and the recurring user charges are governed by the instructions issued by the office of Chief Secretary to Government of Haryana from time to time. As for the computing equipment's, these limits are fixed as under:

Sr. No.	Item	Entitled categories	Existing Limits	Revised Limits
i)	Laptops/Note book/Ultra-book/chrome-book/convertible/Note pad/ tablets/ phablet or devices of similar categories.	All Ministers, CPSs and MLAs, Group A class of officers of All India Service and State Service.	Rs. 70,000/-	Rs. 1,00,000/-
		Class-I and II officers of IT cadre or in involved in the preparation and implementation of IT plans of the Departments.	-	Rs. 50,000/-
ii)	Desk-tops/All in One	All Ministers, CPSs and MLAs, Group A class of officers of All India Service and State Service	Rs. 60,000/-	Rs. 70,000/-
		Class-I and II officers of IT cadre or in involved in the preparation and implementation of IT plans of the Departments.	Rs. 35,000/-	Rs. 40,000/-
iii)	Laser Printer-cum-Scanner-cum-Fax-cum-photocopier (Multi-functional Devices)	All Ministers, CPSs and MLAs, Group A class of officers of All India Service and State Service.	Rs. 20,000/-	Rs. 21,000/-
	Laser Printers	Class-I and II officers of IT cadre or in involved in the preparation and implementation of IT plans of the Departments.	-	Rs. 10,000/-
iv)	UPS	All categories	Rs. 5,000/-	Rs. 5,500/-
Notes: 1. UPS will be procured only with the Desk-tops; 2. The above price limits are inclusive of all taxes, peripherals and the AMC, wherever applicable.				

2. The items covered under Category-I, being petty purchases as explained in the following paragraphs, may be procured by the concerned departments/ organizations at their own level. As regards the procurement of other items, the guidelines issued vide letter bearing No. 3/20/2000/3SIT/2553 dated 18.08.2006 shall remain operative. The Departments/ organizations shall continue to procure the above items through HARTRON unless one is able to obtain prices better than those offered by the HARTRON, including their consultancy charges, subject to the same specifications and other terms and conditions e.g. the warranty and AMC being identical. Wherever the Government Departments/ PSUs/ state funded Universities decide to make their purchases on their own,

HARTRON shall be duly notified so as to enable them to compulsorily participate in such bidding process.

3. Keeping in view that the laptops/Note -book/Ultra- book/chrome-book/convertible/ Note pad/tablets/phablet or devices of similar categories purchased at government expense are assigned to the entitled users in their individual capacity, the users may purchase such devices of higher value subject to the condition that the reimbursement by the Government would be limited to the upper ceiling prescribed for such item, and the balance amount would have to be paid by the concerned officer from his own pocket.

4. Wherever the officers are entitled to a Desk-top at their camp offices maintained at the residence, same principle as in the case of laptops/Note -book/Ultra- book/chrome-book/convertible/ Note pad/tablets/phablet or devices of similar categories would be applicable in the case of Desk-tops also.

B. Useful life of various Items and replacement

1. Depending upon the nature, usage, maintenance cost, obsolescence in terms of technology, up gradation of technology etc., the related items are classified in following categories for the purpose of disposal of these items :-

Category	Nature	Items	Useful/Productive Life
I	Immediate obsolescence/ use and throw products	Printing Consumables (Ink Toners), Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape Open (LTA), UPS Batteries	As per usage. No residual value determined. However, proper inventories of purchase, issue and final use/ disposal etc. would be maintained in order to keep an accounting system.
II	Low life/ Fast obsolescence products	Mobile Phones	Two years
		Laptops/Note -book/Ultra-book/chrome-book/convertible/ Note pad/tablets/phablet, Pen Drive, External Hard Disk Drive (HDD) etc.	Three years in case of Laptops/Note -book/Ultra-book/chrome-book/convertible/ Note pad/tablets/phablet, Pen Drive, HDD etc. for replacement. Residual values determined separately.
III	Medium obsolescence/ Medium life products	Desktops, Printers, Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, UPS Systems etc.	Five years for replacement.
IV	Slow obsolescence/ long life products	Fax, EPABX, Electronic items such as cameras, TVs, DVD Players, Public Address Systems, Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.	Seven years
V	Software	Software like MS office, Oracle, MS-SQL, MS-Windows, Antivirus etc.	Please refer to the explanation given under para 2(v) below.
Note:	The above mentioned items can be used beyond the mentioned/ specified life till such time these items continue to serve the purpose.		

2. **Explanatory Notes on the items, as mentioned in the table, are given below:**

i) **Category-I: Use and throw products:** These products have no fixed life and can be used till these are consumed or are under replacement warranty (like SMF batteries are covered under 1 year replacement warranty from the manufacturer). However, the user departments must maintain proper inventory of purchase, issue and disposal thereof so as to ensure prudent official use of these items.

ii) **Low life products:** The general useful/ productive life in the case of products/ items in this category would be two years in the case of a Mobile Phone Instrument and three years in the case of laptops and other items mentioned therein for replacement purposes. However, one may use the same for longer period so long as the item/ equipment serves the purpose.

iii) **Medium life products:** The useful/ productive life of products in this category is fixed at 5 years even though the products can be continued to be used for longer period in an organization/ department, being a multiple level of usage in terms of level of works to be done like Software development/ testing, Data Processing, Information searching, Word processing etc. Accordingly, the life of these products is fixed as five years for replacement purposes. However, one can use the equipment for longer period so long as it fulfills the user requirements.

iv) **Long life products:** It has been observed that these products can be used for more than 5 years due to comparative stability in specifications/ services. Accordingly, the replacement life of these products is fixed as 7 years. However, one can use the same for longer periods so long as these products serve the user requirements.

v) **Software:** Purchase of software can be booked as a one-time office expenditure. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/ principal Company. In the alternative, latest software can be purchased and in that case the residual value of the old software can be treated as NIL. The old software can be donated to the State/ Central recognized service Organizations.

C. **Rates of Depreciation and the Residual Value:**

1. The rates of depreciation and the method of working out the residual value of these store-items is explained in the following sub-para:

i) No residual value is being assigned for Category-I items. However, the non-consumable items can be transferred to HARTRON at zero value for electronic waste management purposes.

ii) **Category-II Items**

a) The Bill Values and the illustrative depreciation rates/ amount for Mobile Phones, and Laptops Note -book/Ultra- book/chrome-book/convertible/ Note pad/tablets/phablet & other items in this category are given in the following table:

Sr. No.	Items	On completion of				
		Year-1	Year-2	Year-3	Year-4	Year-5
II	Mobile Phones	60%	60%	75%	100%	
	<i>Bill Value</i>	<i>Illustrative Residual value</i>				
	Rs. 25,000/-	10,000/-	4,000/-	1,000/-	Nil	
	Rs. 20,000/-	8,000/-	3,200/-	800/-	Nil	
	Rs. 12,000/-	4,800/-	1,920/-	480/-	Nil	
	Rs. 8,000/-	3,200/-	1,280/-	320/-	Nil	
	Laptops/ Note-books/ HDD/ Pen-drives	40%	50%	70%	80%	100%
	<i>Bill Value</i>	<i>Illustrative residual value</i>				
	Rs. 1,00,000/-	60,000/-	30,000/-	9,000/-	1,800/-	Nil
	Rs. 70,000/-	42,000/-	21,000/-	6,300/-	1,260/-	Nil
	Rs. 50,000/-	30,000/-	15,000/-	4,500/-	900/-	Nil

b) The Government policy permits the entitled class of users to purchase the equipment's in the above categories at prices higher than the permissible limits subject to the re-imburement restricted to the prescribed limits. While calculating the residual value of the equipment, only the amount of permissible limits shall be taken into account and the amount spent by an user in excess thereof at the time of purchase shall not be considered.

c) The entitled users can seek the replacement of a Mobile Phone on completion of two years period from the date of purchase of the equipment and on completion of three years period after the date of purchase in the case of a laptop/ note-book.

d) The laptops/Note -book/Ultra- book/chrome-book/convertible/ Note pad/tablets/phablet and the printers (MFDs) issued to the MLAs would be non-returnable.

e) Whenever an entitled user seeks to replace his item in this category on completion of the prescribed period, he has the option to either return the used/ old equipment to the Department or retain the same for his personal use at the residual value calculated in accordance with the above matrix. This option would also be available in the case of retiring officers/ entitled users.

f) In cases where the entitled users in the category of retiring officers opt to retain the said equipment for their personal use before completion of the prescribed period, the residual value of the equipment would be worked out as per the following table:

Sr. No.	Bill Value in Rs.	Period	Method of working out the residual value
a)	Rs. 25,000/- (Mobile Phone)	09 months from the date of purchase	Depreciation amount for the first year year is Rs. 15,000/- . The depreciation amount of the Mobile Phone will be Rs. 15000/9= Rs. 11,250/-. Hence the residual values after 09 months will be taken as Rs. 13,750/- on completion of 9 months period.
		15 months	Residual value at the end of 12 months is Rs. 10,000/-. Hence, on completion of 15 months period, the residual value of the equipment will be Rs. 7,500/-
b)	Rs. 70,000/- in case of a laptop/Note book/Ultra-book/chrome-book/convertible/ Note pad/tablets/phablet	One year and six months	The calculation for the period after completion of the year will be equal to the amount derived on monthly basis by dividing the amount of depreciation during the corresponding year. For instance, the depreciated value of a laptop at the end of year-1 is Rs. 42,000/-. The depreciation in this case after completion of six months in year-2 will be Rs. 10,500/-. Hence, the depreciated value of the laptop on completion of 18 months will be Rs. 31,500/-.

g) In case a laptop is used for 4 years by an entitled user without seeking a replacement with a new laptop, there would be no need to return/ deposit the same in the store and it would be written off from the books as the value of the said item would be negligible. However, in case the laptop is replaced with a new laptop after 3 years but before completion of 4 years, the residual value of the old laptop will be calculated as per the depreciation rates given in the matrix.

iii) **Category-III (Medium life products):**

a) The depreciation rates for IT products in this category of items would be as under:

Sr. No.	Items	Rate of Depreciation on completion of Year					
		1	2	3	4	5	6
i)	Desktops, Printers, Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, UPS Systems etc.	40%	45%	50%	60%	70%	90%

b) To illustrate, year wise Depreciated Value of the products in this category under WDV method is as follows:

Sr. No.	Description	Bill Amt. (in Rs.)	Depreciated Value on completion of Year					
			1	2	3	4	5	6
i)	Desk-top	60000	36000	19800	9900	3960	1188	119
		35000	21000	11550	5775	2310	693	69
ii)	Laser Printer	10000	6000	3300	1750	580	174	17
iii)	UPS System	5000	3000	1650	825	330	99	10

c) In case an item in this category has been used for a period of 5 years, it may be allowed to be retained by the officers/ officials at the residual value of the products for

their personal use or transferred to the HARTRON at zero value. On completion of 6 years life of the product, it may be allowed to be given to the officers/ officials at 'zero' price or transferred to HARTRON at 'nil' value for electronics waste management as the residual value at the end of 6 years period is negligible. However, a proper inventory would be maintained for the purpose.

iv) **Category-IV (Long life products):**

a) These products can be disposed of after 7 years or more as per the table given below. The depreciation rate for these products with WDV method is as under:-

Sr. No.	Items	Rate of Depreciation on completion of number of years						
		1	2	3	4	5	6	7
i)	FAX/ EPABX/ Electronics items etc.	15%	20%	30%	40%	50%	65%	80%
<i>Illustrative depreciated value</i>								
ii)	Invoice Amt. Rs. 20,000/-	17000	13600	9520	5712	2856	1000	200

b) The items in this category may be transferred to HARTRON at 'nil' value on completion of 7 years of life for the purposes of waste management.

v) **Category-V-Software:**

Purchase of software can be booked as one time office expense. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/ principal Company, otherwise latest software can be purchased and the value of the old software can be treated as NIL. The old software can be donated to the State/ Central recognized service Organizations.

D. Method of condemnation:

i) All the Telecommunication/ IT/ Electronics equipment's covered under these instructions are procured with a prescribed warranty/ replacement period and the AMC period, where the purchase order is so designed. No replacement of any of the IT Products/ equipment's would be permissible so long as it is within the stipulated replacement or repair warranty period or the AMC period built in upfront at the time of purchase order.

ii) The minimum life for condemnation of the equipment would be followed as defined for each category separately. However, in case any product gives frequent problems before attaining its minimum recommended life or goes badly out of order and repair/ Maintenance cost is not economically viable (i.e. where the repair costs exceed the depreciated residual/value of the item), such items can be condemned with the recommendation of a Technical Committee to be constituted for the purpose;

iii) A Technical Committee for condemnation of these store items shall be constituted by the respective Departments/ Organizations located at Chandigarh/ Panchkula with one technical expert from NIC, Haryana and one representative from HARTRON. Similarly, the field level Technical Committee shall be constituted by the respective Deputy Commissioners with one Technical expert from the NIC and another IT professional deployed with any departmental office.

iv) Further, Laser printers are now available with better speed at lower price having less running cost with 1 year/ 3 years warranty. The old laser printer can be replaced with new laser printers in case repair cost plus cost of toner, drum and estimated AMC cost are equivalent or even 80% of the cost of new laser printers of the equivalent or better specifications. The approach suggested for replacement of laser printers can also be adopted for other items of similar nature like Scanner, Photocopier and Fax etc.

v) In addition to the above, all the Departments/ Organizations would have the discretion to purchase new products in lieu of old/ obsolete items under buy-back options through HARTRON, wherever available.

E. Disposal of condemned items

1. The items covered under these instructions, once condemned, may be disposed off in the following manner:

i) Wherever the items have completed their minimum prescribed replacement period, or the retention period in case of retiring officers, the same may be allowed to be retained by the concerned officers at the depreciated value;

ii) The items, once declared fit for condemnation or declared unfit for continued use in the Government offices, may be offered to the employees working in the Government offices/ PSUs at the depreciated value or 'zero' price as applicable in each category. In case more than one persons are interested for the same item, it may be allotted by holding a draw of lots;

2. Wherever no Government/ PSU employees come forward to purchase/ take such items, these would be disposed off as under:

i) A central store would be set-up by HARTRON at ERDC, Ambala Cantt. for the disposal of condemned/ old stores and HARTRON would dispose of the items on a quarterly basis at the rates to be invited through Press Tenders or from empanelled vendors. The depreciated value of the items would generally be retained as the Reserve Price, unless fixed lower by the Technical Committee for reasons to be recorded in writing and shall be retained by Hartron. Likewise, a common store will be created in each district for disposal.

of old items on quarterly basis through the District IT Society functioning in each district under the Chairmanship of concerned Deputy Commissioner.

ii) HARTRON/ District IT Society, as the case may be, would be entitled to retain the proceeds from disposal of such items in lieu of their handling and storage charges in respect of all the items transferred to HARTRON/ District IT Society after condemnation or otherwise at 'nil' price;

iii) The concerned departments/ organizations, in any case, would maintain the inventory of all purchases and disposal of all these items;

iv) The concerned Departments/ organizations shall be required to submit the details of its condemned stores to Hartron/ District IT Society in the following proforma:

Sr. No.	Description of the Item	Invoice date	Invoice value (in Rs.)	Qty.	No. of years from the date of invoice	Depreciated Value (in Rs.)

v) In cases where bids are not received for disposal of the items at reserve price, the old items, which may still be usable, can also be considered for donation to State/ Central Govt. recognized services organizations/ NGOs and a certificate shall be issued in this behalf.

3. Treatment of Sales Tax:

Wherever any item is allowed to be retained by an entitled officer/ official or so allotted to them gratis on completion of the useful life or transferred to HARTRON gratis in terms of these guidelines, it does not amount to sale and no sales tax would be payable thereon. In cases where an item is sold/ transferred to an officer/ official/ at the depreciated value, it amounts to 'sale' and attracts payment of sales tax by the concerned department. The depreciated amount payable by officer/ official in such cases in accordance with these instructions would be inclusive of the sales tax and the concerned owner department would be required to deposit the applicable amount of sales tax with the Department of Commercial Taxes.

0-0-0-0

No. 2/6/2005-RVA
Government of Haryana,
Chief Secretary's Office
General Administration Department
(RVA Branch)

Chandigarh August 5, 2009

1. All the Financial Commissioners and all the Administrative Secretaries to the Govt. of Haryana,
2. The FC & Resident Commissioner, Haryana Bhawan Copernicus Marg New Delhi,
3. The Secretary to Governor, Haryana,
4. The Commissioners of Ambala, Gurgaon, Hissar and Rohtak Divisions,
5. All the Special Secretaries/Joint Secretaries to Govt. of Haryana,
6. All the Heads of Departments of Haryana State,
7. All the Deputy Commissioners and SDOs (Civil) in Haryana,
8. Managing Directors/Chief Administrators of Boards/Corporations in Haryana State,
9. The Registrar General, Punjab and Haryana High Court Chandigarh,
10. All the Registrars of Universities in Haryana State,
11. The Advocate General Haryana, Chandigarh and
12. The Accountant General (A&E) and Audit, Haryana.

Subject: State Policy for the administration of staff cars/vehicles and purchase of staff cars/vehicles by the Government Departments/ Boards/ Corporations etc.

Sir/Madam,

I am directed to invite your kind attention to this Department's letters issued on 8.01.1998, 9.03.1998, 5.06.1998, 12.06.1998, 7.05.1999, 6.10.1999, 2.05.2007, 7.06.2007, 22.11.2007, 12.02.08, 20.02.08, 11.03.2008, 27.03.2008, 19.05.2008, 7.10.2008 and 18.12.2008 on the subject noted above, wherein the decisions of the Government regarding purchase of staff cars/vehicles by the Departments, Boards, Corporations etc. were conveyed.

2. Now, it has been decided to supersede Motor Vehicle Board, all the instructions for better clarification of the matter and to issue a consolidated set of instructions, through this letter.

3 Entitlement of Officers

(i) Entitlement of officers for Staff Cars issued vide letter No. 2/6/2005-RVA, dated 7.10.2008 is as shown in the table below:-

Sr. No.	Entitlement	Price Range
1.	For officers holding the post of Financial Commissioner and Principal Secretaries, Commissioner & Secretaries, DGP and officers in the scale above super time scale.	Up to Rs.6.00 lacs inclusive of all taxes.
2.	Special Secretaries, Joint Secretaries, Divisional Commissioners, IGS, DCs, SPs, HODs, Chief Engineers, Chief Administrators/Managing Directors of Boards/Corporations.	Up to Rs.5.00 lacs inclusive of all taxes.
3.	Officers other than above categories.	Up to Rs.4.00 lacs inclusive of all taxes.

(ii) Unless otherwise specifically allowed by the government, no officer will be entitled for more than one staff car, even if he holds more than one charge.

(iii) All Government cars shall be purchased in white color only as it was decided by letter No. 2/6/2005-RVA, dated 18.12.2008.

(4) Models/Makes of the cars

The following models of cars are approved for purchase during validity of their respective rates, as approved by Director, Supplies & Disposal:-

(a) **Price range of Rs. 6.00 lacs** (Please refer to Sr. No. (1) of the table given para 3 above).

Sr.No.	Model of Cars	Rates 2009-10 with VAT (Rs.)	Rates 2009-10 without VAT (Rs.)	Validity of Rates
1	Maruti Suzuki SX4 VXi	5,41,999	5,85,243/-	31.10.09
2	Tata Indigo XL Classic Dicer (Long wheel Base)	5,38,938/-	5,85,438/-	31.08.09
3	Ford Fiesta 1.6 Duratec (Petrol)	5,97,000/-	6,45,793/-	31.03.10
4	Ford Fiesta 1.6 ZXI Duratec	5,39,000/-	5,83,053/-	31.03.10

(b) **Upto Price range of Rs.5.00 lacs** (Please refer to Sr. No. 2 of the table given in para 3 above).

Sr.No.	Model of Cars	Rates 2009-10 with VAT (Rs.)	Rates 2009-10 without VAT (Rs.)	Validity of Rates
1	Maruti Suzuki Dzire VXi ACPS PW (Petrol)	4,55,863/-	4,92,840/-	31.10.09
2	TATA INDIGO XL Classic (Petrol) long Wheel Base	4,65,776/-	5,06,295/-	31.08.09
3	TATA INDIGO LX TDI (Diesel)	Rs.4,69,186/-	Rs.5,09,984/-	31.08.09
4	Mahindra Logan 1.6 GIX Petrol	-----	Rs.5,06,600/-	31.08.09
5	Ford Ikon 1.4 TDCI (Diesel)	Rs.4,81,174/-	Rs.5,20,500/-	31.03.10
6	Ford Fiesta 1.6 EXI Duratec ((Petrol)	Rs.4,99,999/-	Rs.5,40,864/-	31.03.10

- (c) **Upto Price range of Rs. 4.00 lacs** (Please refer to Sr. No.3 of the table given in para 3)

SNo.	Model of Cars	Rates 2009-10 with VAT FORM C3 (Rs.)	Rates 2009-10 without VAT FORM C3 (Rs.)	Validity of Rates
1	Maruti Dzire LXI ACPS (Petrol)	Rs. 3,99,990/-	Rs. 4,33,577/-	31.10.09
2	TATA INDIGO CS GLS ACPS (Petrol)	Rs.3,49,916/-	Rs.3,76,760/-	31.08.09
3	TATA INDIGO CS LS ACPS TDI (Diesel)	Rs.3,90,169/-	Rs.4,22,630/-	31.08.09
4	Mahindra Logan 1.4 GL (Petrol)	---	Rs.3,87,869/-	31.08.09
5	Ford Ikon 1.3 Flair (Petrol) ACPS &PW	Rs.3,99,999/-	Rs.4,32,691/-	31.03.10

(5) Differential in VAT incidence

It was decided vide letter No. 2/6/2005-RVA, dated 11.03.2008 that in case of Boards/Corporations/Authorities etc., the eligibility of price limit of Rs.4.00 lacs, 5.00 lacs and 6.00 lacs would be considered only after deducting additional VAT Component. This instruction would continue to be in force.

(6) Ban on purchase of Ambassador Car

It was decided vide letter No. 2/6/2005-RVA, dated 2.5.2007 that there is a complete ban on purchase of Ambassador car. This instruction would also continue to be in force.

(7) Entitlement for independent vehicles.

(i) At District level, all the Deputy Commissioners, Additional Deputy Commissioners and Superintendents of Police will be entitled to independent staff cars. The Sub Divisional Officers (Civil) will be entitled to independent jeeps.

(ii) The entitlement of other officers at District level, Sub Divisional level and Block level will be decided on the recommendation of the Administrative Secretary of the concerned Departments at their own level, keeping in view the nature of duties of concerned officers.

(iii) In case of PWD (B&R), PWD (Irrigation) & PWD (Public Health Engineering), Chief Engineers at Head Quarters and the Superintendent Engineers in the field will be entitled for independent staff cars. All other officers at Head Quarter, including Superintendent Engineers, Executive Engineers and Sub Divisional Engineers, will use the pool vehicles. Executive Engineers in the field holding the charge of a Division will be entitled to independent jeeps. Other officers will use pool jeeps only.

(iv) Officers in the rank of Chief Engineers/ Superintendent Engineers/ Executive Engineers in Boards/Corporations will also be entitled to same facilities as stated above in the case of Engineering Departments.

(v) However, this shall not be construed as a justification for claiming entitlement of independent vehicle to the SEs/XENs or other officers, who are at present not entitled to independent vehicles. The vehicles will be given/ allowed/ used by such officers as per nature of their jobs within the prescribed norms of the concerned Departments/ Boards/ Corporations etc.

(8) Economy in Use of Govt. Vehicles

At present, some Administrative Secretaries are using cars of the Departments of the Government/Boards/ Corporations under them. It was decided by letter No. 4/1/2000-RVA, dated 19.5.2008 that all the Administrative Secretaries will have staff cars from the Secretariat Car Pool subject to availability. However, five cars, along with drivers, are retained in FCR office (one for FCR, two for SSRs/JSRs and two for other officers & staff of FCRs Office.) The officers, who are presently entitled to get vehicles from the Car Pool of Chief Secretary's office, henceforth, shall be provided official vehicles from the Secretariat car pool only and they shall not avail/ purchase any vehicle from the department under their control under any circumstances. Further, it should be ensured that no officer has more than one staff car/ vehicle even if the officer is holding more than one charge. The extra cars of the Departments/ Boards/ corporations etc. will be reverted back to the pool of the respective Departments/ Boards/Corporations.

However, in case of additional charge of Departments/ Boards/ Corporations situated at different stations, another vehicle may be retained by officer for his use for the work of the respective Departments/ Boards/ Corporations.

(9) Replacement Staff Cars/Vehicles:-

Vide FD's letter No. 5/6/92-1B&C, dated 5.7.1996 and U.O. No. 5/7/2005-1B&C, dated 9.5.2005, certain powers have been delegated to the administrative departments regarding replacement of condemned staff cars/vehicles. The replacement of vehicles will be allowed subject to the following conditions:-

- (i) The vehicles which are to be replaced have been condemned by the Condemnation Board.
- (ii) New vehicles shall be purchased through approved agency and as per rules.
- (iii) There is adequate budget provision for the same in the budget estimates of the department.
- (iv) Approval of the CM has been obtained by the AD.
- (v) Reduction of fleet as per the policy of the Government is adhered to.

(10) Condemnation of Vehicles

(i) The condemnation of a vehicle should be allowed keeping in view the condition of its engine and other vital parts. The vehicle may be retained in use even after expiry of the revised norms provided the vehicle is in good running condition and further till the time the replacement vehicle is made available.

(ii) The Heads of Departments should confirm to the Finance Department that such vehicles whose replacements were purchased are no longer in use and have been auctioned as per proper procedure.

(iii) The condemned vehicles should be auctioned after observing the prescribed procedure within two months after replacements are purchased

(11) Purchase of New Staff Cars/vehicles

Purchase of new Cars/Vehicles shall be allowed only in case of replacement of vehicles which have been condemned. Henceforth, there is no need to refer the cases to the Chief Secretary (in RVA section) for the purchase of new staff cars/vehicles. The Departments/Boards/Corporations/ Authorities etc. may take decision with regard to sanction and purchase of new cars/ vehicles at their own level after obtaining approval of Chief Minister and concurrence of the Finance Department subject to the entitlement etc. and keeping in view of the state policy guide lines/ instructions issued by the Chief Secretary and Finance Department from time to time.

The Chief Secretary (in RVA Section) would, however, continue to prescribe policy including norms, entitlement, type of vehicles for various categories of officers etc., in respect of staff cars/vehicles.

(12) Life of Cars/Vehicles

Vide letter No. 38/32/97-4Pol., dated 22.7.2008, Govt. vehicles may be considered for condemnation by the Condemnation Board after the cars/vehicles have covered their life in terms of mileage or years provided in the table as under :-

Sr. No.	Make/model of cars/ vehicles	Recommended kms. Or life span in years for considering for condemnation purpose
1.	Cars/ vehicles in the price range of Rs.5.00-6.00 lacs	3.00 lacs kms. or 5 years
2.	Cars/ vehicles in the price range of Rs. 4.00 Rs. 5.00 lacs	2.75 lacs kms. or 5 years
3.	Cars/ vehicles in the price range upto Rs. 4.00 lacs.	2.50 lacs kms. or 5 years

13. You are, therefore, requested to bring this consolidated set of instructions to the notice of all concerned working under your control for strict compliance.

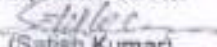

(Satish Kumar)

Under Secretary Protocol to Govt. of Haryana
General Administration Department

Endst. No. 2/5/2005-RVA Dated Chandigarh, the August 5, 2009.

A copy is forwarded to the following for information and necessary action:

1. PSCM, APSCM, APSCM-I, DPSCM, OSD/CM, OSD-I/CM, OSD - II/CM, Sr. Secy., Secy / PS to Ministers & Parliamentary Secretaries.
2. Transport Commissioner, Haryana.
3. Director, Supplies & Disposal Haryana in reference to her memo No. DS&D/Policy Cars/Jeeps, HR/E-3/2003-2004-3807-08 dated 5.8.09.
4. The State Informatics Officer (NIC) with request to put these instructions on the web-sites of Govt. of Haryana and chief secretary, Haryana and also send them by email to all Administrative Secretaries, Head of Departments etc.


(Satish Kumar)

Under Secretary Protocol to Govt. of Haryana
General Administration Department

Government of Haryana
Department of Industries & Commerce
 G.O. No. 2/2/2016-4I BII dated 29-8-16

Director Supplies & Disposals
 SGO #, Sector 18.
 16 01 5FF
 Diary No. C/Ms 5958

Subject: Revision of financial powers of various Purchase Committees/ authorities as contained in State Govt. Order No.2/1/2004-4I B-II dated 06.05.2005, Order no. 2/2/2010-4I B-II dated 04.09.2015 and Order No.2/7/2006-4I BII dated 30.06.2011 issued by Department of Industries & Commerce.

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The matter regarding revision of financial powers of various Committees/ authorities as contained in Industries & Commerce Department Haryana Order No.2/1/2004-4I B-II dated 06.05.2005, Order no. 2/2/2010-4I B-II dated 04.09.2015 and Order No.2/7/2006-4I BII dated 30.06.2011 was under consideration of the State Government for some time.

Having considered the relevant matter, the Government has decided that the revised financial powers of various committees/ authorities as contained in the Govt. Orders referred above shall be as under:-

- a. To finalize the purchase of such Stores for which Indents are received by Directorate of Supplies & Disposals, Haryana:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 06.05.2005	Revised value of purchase case
1	Standing Purchase Committee (Lower) at the level of HOD, Supplies & Disposals, Haryana	All purchases of Stores valuing below Rs. 10 lacs	All purchases of Stores valuing below Rs. 35 lacs
2	Standing Purchase Committee (Higher) at the level of Administrative Secretary to Govt. Haryana, Industries & Commerce Department.	All purchases of Stores valuing between Rs. 10 lacs to Rs.30 lacs	All purchases of Stores valuing between Rs. 35 lacs to Rs. 1 crore
3	High Powered Purchase Committee	All purchases of Stores valuing above Rs. 30 lacs	All purchases of Stores valuing above Rs. 1 crore

- b. To finalize purchase cases of Stores/ Goods of Boards/ Corporations/ Federations which are processed by the concerned Board/ Corporation/Federations:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 06.05.2005	Revised value of purchase case
1	Boards/ Corporations/ Federations at their own level	Purchase cases valuing up to Rs. 50 lacs	Purchase cases valuing up to Rs. 1 crore
2	High Powered Purchase Committee	Purchase cases valuing more than Rs.50 lacs	Purchase cases valuing more than Rs.1 crore

- c. To finalize the purchase cases of Stores/ Turnkey Projects of Power Utilities which are processed by them at their own level:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 30.06.2011	Revised value of purchase case
1	Power Utilities at their own level	a. Purchase cases valuing up to Rs. 10 Crores b. Turnkey Projects valuing upto Rs.50 Crores	No change
2	High Powered Purchase Committee	a. Purchase cases valuing above Rs. 10 Crores b. Turnkey Projects valuing above Rs.50 Crores	No change

Government of Haryana
Department of Industries & Commerce
G.O. No. 2/2/2016-41 BII dated 29-8-2016

- d. To finalize the purchase of such items required by Govt. Departments which are not Store items of Directorate of Supplies & Disposals, Haryana:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 06.05.2005	Revised value of purchase case
1	Standing Purchase Committee (Lower) at the level of HOD of the concerned department	Purchase cases valuing up to Rs. 10 lacs	All purchases of Stores valuing below Rs. 35 lacs
2	Standing Purchase Committee (Higher) at the level of Administrative Secretary to Govt. Haryana of the concerned department	Purchase cases valuing between Rs.10 lacs to Rs.30 lacs	All purchases of Stores valuing between Rs. 35 lacs to Rs.1 crore
3	High Powered Purchase Committee	Purchase cases valuing above Rs. 30 lacs	All purchases of Stores valuing above Rs. 1 crore

- e. Repeat Supply Orders in respect of Supply Orders placed by the Director, Supplies & Disposals, Haryana. The repeat Supply Order will be sanctioned by the authorities as under:-

Sr. No.	Competent Authority with whom power vested	Value of repeat order as per Govt. Instructions of dated 06.05.2005	Revised value of repeat order
1	Director, Supplies & Disposals, Haryana	Purchase cases valuing up to Rs. 10 lacs	All purchases of Stores valuing below Rs. 35 lacs
2	Administrative Secretary to Govt. Haryana, Industries & Commerce Department.	Purchase cases valuing between Rs.10 lacs to Rs.30 lacs	All purchases of Stores valuing between Rs. 35 lacs to Rs.1 crore
3	Chairman of High Powered Purchase Committee	Purchase cases valuing above Rs. 30 lacs	All purchases of Stores valuing above Rs. 1 crore

- f. Purchases of Stores from Approved Sources and the rate contracts issued by Director General, Supplies & Disposals, Govt. of India:-

Sr. No.	Competent Authority with whom power vested	Value of purchase case as per Govt. Instructions of dated 06.05.2005	Revised value of purchase case
1	Head of concerned Department	Purchase cases valuing up to Rs. 10 lacs	All purchases of Stores valuing below Rs. 35 lacs
2	Administrative Secretary to Govt. Haryana, Industries & Commerce Department.	Purchase cases valuing between Rs.10 lacs to Rs.30 lacs	All purchases of Stores valuing between Rs. 35 lacs to Rs.1 crore
3	High Powered Purchase Committee	Purchase cases valuing above Rs. 30 lacs	All purchases of Stores valuing above Rs. 1 crore

- g. Disposals of Stores by Condemnation Board at the level of Deputy Commissioner:-

Sr. No.	Competent Authority with whom power vested	Book value of Store as per Govt. Instructions of dated 06.05.2005	Revised book value of Store
1	Condemnation Board under the Chairmanship of Deputy Commissioner	Less than or equal to Rs. 2,00,000/-	Less than or equal to Rs. 10,00,000/-

Government of Haryana
 Department of Industries & Commerce
 G.O. No. 2/2/2016-4I BII dated 29-8-2016

h. Power of various Purchase Committee for deciding the cases of rate contracts :-

Sr. No.	Indenting Department/ Organization	Estimated maximum financial value of Stores on Rate Contract basis as per G.O. No. 2/2/2010-4-4-IBII of dated 04.09.2015	Revised estimated maximum financial value of Stores on Rate Contract basis
1	All Government Departments	1. Below Rs. 10.00 Lakh by Standing Purchase Committee (Lower)	1. Below Rs. 35.00 Lakh by Standing Purchase Committee (Lower)
		2. From Rs. 10.00 Lakh to 30.00 Lakh by Standing Purchase Committee (Higher)	2. From Rs. 35.00 Lakh to 1 crore by Standing Purchase Committee (Higher)
		3. Above Rs. 30.00 Lakh by High Powered Purchase Committee	3. Above Rs. 1 crore by High Powered Purchase Committee
2	All Boards/ Corporations/ federations	Above Rs. 50.00 Lakh by High Powered Purchase Committee	Above Rs. 1 crore by High Powered Purchase Committee
3	Rate Contract cases of Power Utilities	Above Rs.10.00 crores by High Powered Purchase Committee	No change

The instructions contained in State Govt. in Industries & Commerce Department Haryana Order No.2/1/2004-4I B-II of dated 06.05.2005 and Govt. Order no. 2/2/2010-4I B-II of dated 04.09.2015 shall be deemed to have been amended to the above extent.

This issues with the concurrence of Finance Department conveyed vide their U.O. No. 1/38/2016-4FD III/23529 of dated 16.08.2016.

Dated:

Devender Singh
 Principal Secretary to Government Haryana,
 Industries & Commerce Department

Endst. No.2/2/2016-4I-B II/

Dated, the 24-9-2016

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments, Govt. of Haryana.
3. All the MDs/ CEOs of Boards/ Corporations/ Federations in the State of Haryana.
4. All the Divisional Commissioners in the State of Haryana.
5. All Deputy Commissioner in the State of Haryana.
6. Registrar, Punjab & Haryana High Court.

Ram Singh
 Superintendent Industries-II,
 For Principal Secretary to Government Haryana,
 Industries & Commerce Department

Endst. No.2/2/2016-4I B II/

Dated, the 29-8-2016

1 A copy of the above is forwarded to the following for information and necessary action:-
 Director, Supplies & Disposals, Haryana, Panchkula.

Government of Haryana
Department of Industries & Commerce
G.O. No. 2/2/2016-4I BII dated 29-8-2016

2. Principal Accountant General (Audit), Haryana, Sector-33, Chandigarh.

Ram Singh
Superintendent Industries-II,
For Principal Secretary to Government Haryana,
Industries & Commerce Department

Dated, the 29-8-2016

Endst. No.2/2/2016-4I B II/

A copy of the above is forwarded to the Controller, Printing & Stationery Department, Haryana, Chandigarh with the request that above notification may be published in Haryana Govt. Gazette (Extra Ordinary) immediately and 50 copies thereof be supplied to this department.

Ram Singh
Superintendent Industries-II,
For Principal Secretary to Government Haryana,
Industries & Commerce Department

Dated, the 29-8-2016

U.O. No.2/2/2016-4I B II/

A copy of the above is forwarded to Spl. Private Secretaries/ Private Secretaries to Minister of Industries & Commerce Haryana for information please.

Ram Singh
Superintendent Industries-II,
For Principal Secretary to Government Haryana,
Industries & Commerce Department

Dated, the 29-8-2016

To,

Spl. Private Secretaries/ Private Secretaries to Minister of Industries & Commerce Haryana

U.O. No.2/2/2016-4I B II/

A copy of the above is forwarded to Administrative Secretary to Government Haryana, Finance Department for information with reference to his U.O. No. 1/38/2016-4FD III/23529 of dated 16.08.2016.

Ram Singh
Superintendent Industries-II,
For Principal Secretary to Government Haryana,
Industries & Commerce Department

Dated, the 29-8-2016

To,

Administrative Secretary to Government Haryana,
Finance Department

U.O. No.2/2/2016-4I B II/

A copy of the above is forwarded to Sr. Spl. Private Secretaries/ Spl. Private Secretaries/ Private Secretaries to the Chief Minister/ Ministers for their kind information.

Ram Singh
Superintendent Industries-II,
For Principal Secretary to Government Haryana,
Industries & Commerce Department

To,

Sr. Spl. Private Secretaries/ Spl. Private Secretaries/
Private Secretaries to the Chief Minister/ Ministers