

From

Director Higher Education Haryana  
Shiksha Sadan, Sector-5, Panchkula

To

Principal of Govt. / Govt. Aided / Self Finance Colleges  
Registrar of State & Private Universities

Memo No. 8/5-2025 IT(1)

Dated, Panchkula: 3/2/25


**Sub: Special Campaign for institutionalizing Swachhata and minimizing pendency in Government offices under "Swachh Haryana Mission.**

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Kindly refer to this office letter no. 8/5-2025IT(1) dated 28.01.2025.

This is with reference to the Chief Secretary's office letter No. 01/22/2024-3DCI dated 20.12.2024 & 24.12.2024 (copy enclosed) and this office letter no. 8/5-2025IT(1) dated 28.01.2025 vide which You were directed to appoint a Nodal Officer in your institution for the **Swachh Haryana Mission**. The appointed officer will oversee the implementation of activities under this program and will be responsible for submitting periodic reports to this office via email at [itbranch@highereduhry.ac.in](mailto:itbranch@highereduhry.ac.in) . But only some colleges have sent their reports. Now you again directed to submit the report (along with photographs and videos) in prescribed proforma Annexure- A to this office till 03.02.2025 at 4:00 PM.

Please ensure compliance with the above directives at the earliest and confirm the appointment of the Nodal Officer & send the compile report instantly. Failure to submit reports within the stipulated time frame will be considered your responsibility.

  
Nodal Officer – Swacchh Haryana Mission  
For Director Higher Education  
Haryana, Panchkula

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OFFICE OF CHIEF JUDICIAL MAGISTRATE-CUM-SECRETARY,  
DISTRICT LEGAL SERVICES AUTHORITY, PANCHKULA.  
(Helpline No. 0172-2585566, Email-Id: [dlsapkl@yahoo.co.in](mailto:dlsapkl@yahoo.co.in))



Urgent  
11.21.25

To

The District Education Officer,  
Panchkula

The District Higher Education  
Panchkula

No. 1221-1222

Dated 30/01/2025

Sub:- Special campaign for institutionalizing swachhata and minimizing pendency in Government office under "Swachh Haryana Mission"

Find enclosed herewith letter no. 01/22/2024-3DCU dated 20.12.2024 received from office of the Chief Secretary to Govt. of Haryana, which has been forwarded by the office of learned Member Secretary, HSLSA, under the letter bearing no. 1370-91(Estb.)/2025/MS/HSLSA dated 24.01.2025, on the subject noted above, you are required to organize special campaign **Haryana Swachhata Mission** in all the schools and colleges as per guidelines mentioned in letter attached and submit the report (alongwith photographs and videos) in the prescribed proforma Annexure-A to this office on or before **03.02.2025** for sending complied report to the Higher Authorities for taking further necessary action in the matter.

Encl/As above.

*hans*  
(Aparna Bhardwaj)  
CJM-cum-Secretary,  
District Legal Services Authority,  
Panchkula

*Accepted*  
*03/02/2025*  
*L-1E*  
*11*



From

Director Higher Education Haryana  
Shiksha Sadan, Sector-5, Panchkula

To

Principal of Govt. / Govt. Aided / Self Finance Colleges  
Registrar of State & Private Universities

Memo No. 8/5-2025 IT(1)

Dated, Panchkula: - 28/01/2025

**Sub: Regarding Swacchh Haryana Mission.**

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Kindly refer to the subject above.

This is with reference to the Chief Secretary's office letter No. 01/22/2024-3DCI dated 24.12.2024 (copy enclosed). You are requested to appoint a Nodal Officer in your institution for the **Swachh Haryana Mission**. The appointed officer will oversee the implementation of activities under this program and will be responsible for submitting periodic reports to this office via email at **itbranch@highereduhry.ac.in**

The Nodal Officer will be tasked with carrying out the following activities as outlined in the Chief Secretary's office letter and reiterated below:

- I. Mobilizing staff and ground-level functionaries to actively participate in the campaign.
- II. Identifying sites within the institution for the cleanliness drive.
- III. Assessing the volume of redundant materials for disposal and finalizing disposal methods, such as e-auctions.
- IV. Planning and managing office space effectively.
- V. Ensuring proper disposal of scrap materials.
- VI. Managing records in accordance with the Record Retention Schedule issued by the Administrative Reforms Section of GAD.

Please ensure compliance with the above directives at the earliest and confirm the appointment of the Nodal Officer.



Nodal Officer – Swacchh Haryana Mission  
For Director Higher Education  
Haryana, Panchkula



**MOST URGENT**  
**TIME BOUND**

**E-mail**

**No. 01/22/2024-3DCU**  
**GOVERNMENT OF HARYANA**  
**CHIEF SECRETARY'S ORGANISATION**  
**GENERAL ADMINISTRATION DEPARTMENT**

Dated, Chandigarh the 24<sup>th</sup> December, 2024

To

1. All the Administrative Secretaries to Govt. of Haryana.
2. All the Head of Department in Haryana.
3. All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
4. All the Divisional Commissioners & Deputy Commissioners in the State of Haryana.
5. All the Registrar of Universities in Haryana.

**Subject: Special Campaign for institutionalizing Swachhata and minimizing pendency in Government offices under "Swachh Haryana Mission".**

R/Sir/Madam

I am directed to invite your kind attention to this office letter of even no. dated 20.12.2024 on the subject cited above, vide which instructions/guidelines regarding the special campaign for "Swachh Haryana Mission" were issued in which all Departments are directed to do the following activities as preparatory phase upto 31<sup>st</sup> December, 2024:-

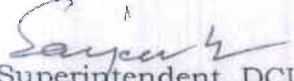
- (i) Nomination of nodal officers in each of their campaign offices in Directorates/District/Field offices/PSUs/autonomous organizations etc.
  - (ii) Mobilize the officials and ground functionaries for the campaign.
  - (iii) Identify campaign sites for cleanliness drive.
  - (iv) Assess the volume of redundant materials to be disposed and finalize the procedures for their disposal through e-auction etc.
  - (v) Office space management planning
  - (vi) Scrap disposal
  - (vii) Record management as per 'Record Retention Schedule issued by 'Administrative Reforms' section of GAD.
2. In view of above, you are, therefore, requested to nominate two Nodal Officers (not below the rank of Group A officer) for the Special Campaign, one at the Administrative Department level and the other at Directorates/District/Field offices/PSUs/autonomous organizations/etc., level at the earliest and send the report to the Government in the prescribed format by 27.12.2024 upto 05:00 PM:-

Sr. No.	Department Name	Username (for login into portal)	Officer Name	Officer Designation	Mobile/ Contact No.	Email	Office Address.

3. The Administrative Secretaries are requested to get the details of Nodal Officers compiled at AD level and shared the complete details with CS office (Delay Checking Unit, GAD). The requisite details may be share through email at [undersecy.ar@hry.gov.in](mailto:undersecy.ar@hry.gov.in).

4. The HoDs/CAs/MDs are requested to send the details through their respective Administrative Secretaries.

5. This may be treated as "Most Urgent".

  
Superintendent, DCU  
for Chief Secretary to Government Haryana



**MOST URGENT**  
**TIME BOUND**

**No. 01/22/2024-3DCU**  
**GOVERNMENT OF HARYANA**  
**CHIEF SECRETARY'S ORGANISATION**  
**GENERAL ADMINISTRATION DEPARTMENT**

Dated, Chandigarh the 20<sup>th</sup> December, 2024

To

1. All the Administrative Secretaries to Govt. of Haryana.
2. All the Head of Department in Haryana.
3. All the Chief Administrators and Managing Directors of Boards/Corporations in Haryana.
4. All the Divisional Commissioners & Deputy Commissioners in the State of Haryana.
5. All the Registrar of Universities in Haryana.


**Subject: Special Campaign for institutionalizing Swachhata and minimizing pendency in Government offices under "Swachh Haryana Mission".**

R/Sir/Madam

I am directed to invite your attention on the subject cited above and to say that the State Government has decided to organise a special campaign about 30 days starting from 4<sup>th</sup> week of December, 2024 to 31<sup>st</sup> January, 2025 in the State of Haryana under "**Swachh Haryana Mission**" in all the Government departments including their attached/subordinate offices/officials in two phase i.e. Preparatory Phase and Main Phase. The focus of the campaign shall be field/outstation offices responsible for service delivery and having public interface along with Administrative Departments/Directorates etc. The detailed guidelines about "**Swachh Haryana Mission**" is enclosed and uploaded on official website of i.e., <http://csharyana.gov.in/>. It is therefore, requested that the appropriate instructions may be issued to all the offices/organisations under your department to implement the special campaign under "**Swachh Haryana Mission**".

2. These instructions/guidelines may please be brought to the notice of all concerned for strict compliance in letter and spirit.

Yours faithfully,

  
Superintendent, DCU  
for Chief Secretary to Government Haryana

**Subject:-** Special Campaign for institutionalizing Swachhata and minimizing pendency in Government office under "Swachh Haryana Mission".

1. The Government proposes to organize special campaign for improving Swachhata and disposal of pending reference from 4<sup>th</sup> week of December, 2024 to till the end of January, 2025. The special campaigns will result in disposal of obsolete items and improvement of General Cleanliness in the office.

#### Guidelines for Special Campaign

2. The special campaign aim to enhance of Swachhata in all offices of the departments including their attached/subordinate offices/PSUs etc for improving experience of common public with government offices/officials. The focus of the campaign shall be field/outstation offices responsible for service delivery and having public interface along with Administrative Departments/Directorates, etc. The broad guidelines are as follows:-

3. The special campaign will be preceded by preparatory phase from 4<sup>th</sup> week of December, 2024 to 31<sup>st</sup> December, 2024. During this period, all Departments are directed to do the following activities:

- (i) Nomination of nodal officers in each of their campaign offices in Directorates/District/Field offices/PSUs/autonomous organizations etc.
- (ii) Mobilize the officials and ground functionaries for the campaign.
- (iii) Identify campaign sites for cleanliness drive.
- (iv) Assess the volume of redundant materials to be disposed and finalize the procedures for their disposal through e-auction etc.
- (v) Office space management planning
- (vi) Scrap disposal
- (vii) Record management as per 'Record Retention Schedule issued by 'Administrative Reforms' section of GAD.

#### Parameter for Special Campaign

4. The campaign may also be utilized for adherence of record management systems as contained in Government of Haryana Manual of Office Procedure (Chapter- XI Record Management and Record Retention Schedule-Procedure thereof). Overall cleanliness of government offices with special focus on space management and enhancing work place experience of field offices shall be given priority. Accordingly, the information on the following parameters may be collected



during the preparatory phase. The information collected so will become target for liquidation/implementation during the campaign phase.

- Identification of cleanliness campaign sites
- Planning for space management and face lifting of offices
- Identifying scrap and redundant items and their disposal procedure as per government guidelines
- Record Management-Review of files/recording and weeding of files/closing of e-files

#### **Nomination of Nodal Officer and their roles and responsibility**

Each Department shall designate a Nodal Officer for the Special Campaign (not below the rank of Group A officer). The Nodal Officers will coordinate the campaign in their Department and also mapped District/Field office /other organisation under their Department. He/She will collect information on daily basis and arrange to feed the information into the Central monitoring portal designed by NIC which will be share lateron.

The Nodal officers for each location shall also be designated by controlling officers and they will formulate a comprehensive planning for cleanliness, space management and beautification of their offices. He/she will ensure documentation of all activities in pre and post campaign scenario. They will ensure high resolution pictures and videos of the Campaign sites before start of Campaign and after completion of activities for documentation purposes. Therefore, a suitable planning for pre and post scenario filming and pictures shall be done in consultation with their internal media unit. Efforts shall be made to capture feedback of beneficiary/common public on these efforts in pictures and videos. Documentation of (i) Space freed and its utilization and (ii) Revenue earned from scrap (along-with break up) will be made by the Nodal Officers.

While campaign shall be conducted on all identified locations, however, some sites having maximum possible impact shall be identified for focused attention which may showcased later as top highlights of the campaign. Nodal Officers will also draw the communication and outreach plan of the campaign in consultation with Head of the Department.

The nodal officers of the Department will collate the information from the field nodal officers and feed them into the central monitoring portal maintained by NIC.

### Monitoring through a dedicated Portal

As mentioned above, the progress of the campaign will be monitored through the portal at designed by NIC which will be share lateron. The portal can be accessed through login credentials of nodal officers. All Departments will add "Best Practices adopted by them" on the portal under categories in Annexure's. During the proceeding of Special Campaign all out efforts shall be made to achieve the targets identified in preparatory phase and information shall be provided on the monitoring portal on daily basis. The Special Campaign should also be used to improve records management, categorization, recording, review and weeding out of physical records, as per extant guidelines contained in the (Government of Haryana, Manual of Office Procedure Chapter- XI Record Management And Record Retention Schedule –Procedure thereof). The best practices evolved during the campaign shall be documented on the portal for further reference.

### Monitoring of Progress

Nodal Officers will review the progress in their office and all offices under their Departments on a daily basis. Administrative Secretary of the department will also regularly review the progress. Officers will be nominated by Department to assess the impact of cleanliness drives, who will make site visit and submit a Report to the Nodal Officer of the Department. There will be a "Self- Assessment Form" on the portal (Annexure's). The form may be filled by the Departments after completion of the Campaign to facilitate review of the campaign outcomes by appropriate higher authorities.

### Main phase of the Special Campaign 01<sup>st</sup> January, 2025 to 31<sup>st</sup> January, 2025

Main phase will be action phase, during which all out efforts shall be made to achieve the targets identified in preparatory phase and information shall be provided on the monitoring portal on daily basis. The Special Campaign should also be used to improve records management, categorization, recording, review and weeding out of physical records, as per extant guidelines. The best practices evolved during the campaign shall be documented on the portal for further reference.



Part-IRole of Rural Development Department/Urban Local Bodies Department:-

Rural Development and Urban Local Bodies Departments, Government of Haryana will undertake a Special Cleanliness Campaign across all Panchayati Raj Institutions, Public Places, and Local Bodies. The Department will draw a detailed day-on-day calendar outlining various activities which will be scheduled as part of this campaign so as to create a cleaner, healthier environment by promoting cleanliness, waste management, and sustainability across all assets managed by Panchayati Raj Institutions.

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**Part-II  
Special Campaign  
Self-Assessment Form**

**A. Background Information**

1.	Administrative Department (M/D) Name:	
2.	List of District offices/field offices where the Campaign was conducted.	a.
		b.
		c.

**B. Best Practices**

Categories under which best practices may be categorized:

- (i) Efficient Management of Space
- (ii) Face lifting of Office Premises
- (iii) Environment-Friendly Practices
- (iv) Waste to Wealth
- (v) Citizen Centric Initiatives
- (vi) Innovative Practices
- (vii) Any other \_\_\_\_\_

In the given format kindly share a brief description of Best Practices taken up during Special Campaign. Kindly upload the photographs of these Best Practices in the "Best Practices" tab on the NIC portal (Swachhata) as well.

Sr. No.	Best Practice	Brief Description of Best Practices (Maximum 100 words)	Location	Category
1.				
2.				
3.				
4.				

**C. Space Freed**

In the given format kindly mention top 5 sites where space has been freed and its utilization now.

S. No.	Location	Brief Description on utilization of space freed and benefits to the Organization (Location, type etc) (Maximum 100 words)	Sq. ft of Space freed
1.			



Kindly upload the high resolution photographs and video (Links may be given) on the portal in the form of "Before-After" as described in the table below.

Photographs (Before the campaign)	Photographs (After Conduct of campaign & Space-Utilization)

#### D. Scrap Disposal and Revenue Earned

In the given format kindly categorize the type of scrap disposed during the Special Campaign:

S No.	Office Scrap category (Furniture/Stationery/e-Waste/Office vehicle/Plastic/ Any other)	Unit	Revenue Earned
1.			
2.			
3.			
4.			

#### E. Cleanliness Campaign

- List of total number of office sites where the Campaign was conducted \_\_\_\_\_  
(Please ensure that the number of sites matches the data given on the portal)
- List the numbers of outstation offices where the cleanliness campaign was taken up \_\_\_\_\_
- List the sites where mechanized cleaning practices have been adopted, if any \_\_\_\_\_
- Any other Initiative \_\_\_\_\_

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**PART-II**  
**THE HARYANA GOVERNMENT**  
**RECORD MANAGEMENT AND RECORD RETENTION SECHDULE-**  
**PRECEDURE THEREOF**

**11.1 The concept of Record Management primarily involves following aspects.-**

1. Maintenance of Record duly catalogued and indexed
2. Classification of Record-Retention and Weeding of Record
3. Retrieval of Record – Streamlining the procedure.
4. Developing Record (Registers) for monitoring the implementation of Right to Information Act.

**11.4 Retention of Records.-**

Records should neither be prematurely destroyed nor maintained for longer period. The mounting tide of paper work confronts the administration with various challenges. One of the essential requirements of good records management is that there should be reasonable ratio between the creation and destruction of records so that the creation of record does not outstrip destruction of record. One right step in achieving this aim is the need for taking action as per Haryana Record Retention Schedule which contains a time – table for the maintenance of records to ensure that they will be retained while justified and destroyed when no longer required. This Record Retention Schedule has been framed by the Haryana State Archive Department which is common to all and also available at (The Haryana Government, Manual of Office Procedure Chapter- XI Record Management And Record Retention Schedule – Procedure thereof)

<https://csharyana.gov.in/WriteReadData/Forms-&-Procedures/Administrative-Reforms/13291.pdf> .



**PART-III  
IT EQUIPMENTS**

It is reproduced from No. 3/20/2000/3SIT/2769 dated 06.10.2015 issued by Principal Secretary to Government Haryana, Electronics & Information Technology Department.

**Useful life of various items and replacement**

Depending upon the nature, usage, maintenance cost, obsolescence in items 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 the throw products	Printing Consumable (Ink Toners) Floppies, CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape Open (LTA), UPS Batteries.	As per usages. 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
		Laptop/ Note - Book/ Ultra - Book/Chrome - Book/Convertible/Note Pad/ Tables/Phablet, Pen Drives, External Hard Disc Drive (HDD) etc.	Three years in case of Laptop/ Note - Book/ Ultra - Book/Chrome - Book/Convertible/Note Pad/ Tables/Phablet, Pen Drives, HDD etc. for replacement. Residual values determined separately.
III	Medium obsolescence/ Medium life products	Desktops, Printer, 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 system, 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.		

**1. 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 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-Paras:
- 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 purpose.
- ii) **Category-II Items:**
- a) The Bill Values and the illustrative depreciation rates/ amount for Mobile Phones, and Laptops Notebook/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%	
	<b>Bill Value</b>	<b>Illustrative Residual Value</b>				
	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	
	<b>Laptops/ Note-Books/ HDD/ Pen-Drives</b>	40%	50%	70%	80%	100%
<b>Bill Value</b>	<b>Illustrative Residual Value</b>					
	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-imbursment 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 a 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 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, Printer, 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 Amount (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 Printers	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.

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/equipments would be permissible so long as it is within the stipulated replacement or repair warranty period or the AMC period build 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 a frequent problem 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 items), 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/ Organization 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 estimates 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, one 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 items, it may be allotted by holding a draw of lots;

2. Wherever no Government/PSUs 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 Performa:

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.

(\*\*\*\* Abstract from letter No. 3/20/2000/3SIT/2769 dated 06.10.2015 of Haryana Government, Secretariat for Information Technology.)



From No. 3/20/2000/3SIT/2769  
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 28<sup>th</sup> 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.

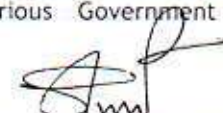
  
Sr. Administrative Officer  
for Principal Secretary to Government Haryana,  
Electronics & Information Technology Department.

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.

9<sup>th</sup> Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. 160001

Tel: PS(IT) 2740009, Sr.Ad.O: 2748142, Fax:0172-2749985  
E-mail: [fcit@hry.nic.in](mailto:fcit@hry.nic.in), Website: [www.haryanait.nic.in](http://www.haryanait.nic.in)





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-1 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-1 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/-
<b>Notes:</b> 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 Laptops/Note -book/Ultra-book/chrome-book/convertible/ Note pad/tablets/phablet, Pen Drive, External Hard Disk Drive (HDD) etc.	Two years 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.
<b>Note:</b>	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-paras:

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	<b>Mobile Phones</b>	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	
	<b>Laptops/ Note-books/ HDD/ Pen-drives</b>	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-imbursement 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%
<b>Illustrative depreciated value</b>								
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.

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