

HIMACHAL PRADESH UNIVERSITY
'General Administration Section'

No.16-63/2001-HPU (Genl.)

Dated: **31 DEC 2025**

NOTIFICATION

In continuation to this office notification of even number dated 3-12-2024 (**copy enclosed**), the Vice-Chancellor is pleased to constitute a Committee consisting of the following members to examine and fix out the applicability of the instructions issued by the Director, Department of Digital Technologies & Governance, Himachal Pradesh vide letter No. DIT-F07/5/2022-IT-DIT (E-98709)-143 dated 18.11.2023 in Himachal Pradesh University: -

1.	Registrar	Chairman
2.	Incharge, Computer Centre	Member
3.	Finance Officer/Deputy Controller (F&A)	Member
4.	Deputy Registrar/Assistant Registrar (Store)	Convener

REGISTRAR
Dated: **31 DEC 2025**

Endst. No. Even

Copy to: -

1. The Dean of Studies/D.S.W./ Chief Warden, HPU, Shimla-5.
2. The Dean, Planning & Teachers; Matters, HPU, Shimla-5.
3. All the Directors/Chairpersons of Teaching Department, HPU, Shimla-5.
4. The Director, ICDEOL/Phy.Edu. /HRDC/AERC/PRC/IMS/DIS/PECC/ UIT/UCBS/ UILS/ IQAC, HPU, Shimla.
5. The Finance Officer/ Dy. Controller F&A, HPU, Shimla-5
6. The Controller of Examinations/ ACOE/P&DO, HPU, Shimla-5.
7. The Director, HPU Regional Centre Dharamshala, Distt Kangra, H.P
8. The Principal, HPU Deptt. Of Evening Studies, The Mall, Shimla-1.
9. The Librarian/ Medical Officer/ Incharge, Computer Centre, HPU, Shimla.
10. The Public Relation Officer, HPU, Shimla-5.
11. The Chief Security Officer /Pool Officer, HPU, Shimla-5.
12. The Executive Engineer (Const./Maint.)/ Architect, HPU, Shimla-5.
13. The Joint Controller, SAD/ IAO, HPU, Shimla-5.
14. *The Web Administrator, HPU, Shimla-5 with the request to upload the above Notification on the University Website immediately.*
15. SPS to V/C/PS to PVC/SPS to Registrar, HPU, Shimla-5.
16. The Guard File.

REGISTRAR

HIMACHAL PRADESH UNIVERSITY

'General Administration Section'

No.16-63/2001-HPU (Genl.)

Dated: 03 DEC 2024

NOTIFICATION

The Executive Council vide Additional Supplementary Item No. 9 of its meeting held on 28.09.2024 has accorded its approval to adopt the instructions issued by the Director, Department of Digital Technologies & Governance, Himachal Pradesh vide letter No. DIT-F07/5/2022-IT-DIT (E-98709)- 143 dated 18.11.2023 with Annexure-A (copy enclosed) with regard to "Need for computerization to accelerate the efficiency and accountability in the functioning of the Government- latest instructions thereof- modification of instruction" for its implementation in the H. P. University.

REGISTRAR

Dated: 03 DEC 2024

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10. The Public Relation Officer, HPU, Shimla-5.
11. The Chief Security Officer /Pool Officer, HPU, Shimla-5.
12. The Executive Engineer (Const./Maint.)/ Architect, HPU, Shimla-5.
13. The Joint Controller, SAD/ IAO, HPU, Shimla-5.
14. The Dealing Assistant (Meeting) GAD, HPU, for information and necessary action in the matter please.
15. **The Web Administrator, HPU, Shimla-5 with the request to upload the above Notification on the University Website immediately.**
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HIMACHAL PRADESH UNIVERSITY
'General Administration Section'

No.16-63/2001-HPU (Genl.)

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REGISTRAR

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

From

The Secretary (DT&G) to the
Government of Himachal Pradesh

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All the Heads of Departments in Himachal Pradesh

Dated: Shimla-171013

the

18th November, 2023

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

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

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

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

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

Signature
Dean
Planning and Teacher's Maner
Himachal Pradesh University
Shimla-171005

5. Retention of device:

(a) Post completion of four years of usage, the officer shall retain the issued device.

(b) No new device may be sanctioned to an officer who has already been allotted a device, in a department, up to four years except in case of repair which is declared as "beyond economical repairs". In such case, the device shall be retained by the officer without paying any amount and he/she will be eligible for a new device (based on the functional necessity). A BER certificate to this effect shall be obtained from the OEM or its authorized service center or agency/company providing AMC services to the department.

6. **Beyond Economical Repair (BER):** When repair cost is considered too high (exceeding 50% of book value of equipment taking depreciation into account). Such cases should be dealt on case-to-case basis.

7. **Conditions at the time of transfer, Superannuation etc.:** In case where, at the time of purchase of device if the residual service of the officer is less than 4 years (or in case the officer is transferred/deputed to Central Govt. and with residual service of less than 4 years) or the officer leaves the Government Service within 4 years of purchase of such device, the officer concerned will have the option of retaining the device by paying the amount equal to book value of the device on such date of relief from Government of HP.

8. **Instructions for Departments:** For the officials who are currently holding laptops, notebooks or similar devices in accordance with the provisions of letter dated 22.01.2013, letter dated 24.02.2014, letter dated 25.07.2023 & letter dated 22.03.2017, the terms & conditions for retention of the device shall now be governed as per Para 5 of this letter and in case of transfer/ superannuation of the officer provisions of Para 7 above shall be applicable.

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

10. This is issued with the approval of Finance Department.

Deen
Planning and Teacher's Mater
Rajesh
Stamnia-110005

Director,
Department of Digital Technologies & Governance,
Himachal Pradesh

ANNEXURE-A

Example

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

Formula:

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

Illustration:

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

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



Dean
Planning and Teacher's Welfare
Jawahar Education University
Jalandhar-151005