



No. 3/20/2000/3SIT/6652

From

Principal Secretary to Government Haryana,  
Electronics & Information Technology Department.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in Haryana.
3. All the Divisional Commissioners in Haryana.
4. Managing Directors/Chief Administrators/Chief Executive Officer of all the Boards, Corporations etc. in Haryana.
5. All the Deputy Commissioners in Haryana.
6. Registrars of all the Universities in Haryana.
7. State Informatics Officer, Haryana State Unit, Chandigarh.

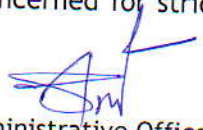
Chandigarh dated, the 18.05.2018

**Subject:** Policy and procedure for procurement, replacement disposal of old and obsolete Telecommunication & Computer/ IT Products, Electronics items etc.

Sir/Madam,

I am directed to invite a reference to this office letter No. 3/20/2000/3SIT/ 2769 date 06.10.2015 on the subject cited above and to inform you that it has come to the notice of the Government that the entitled officers are getting two or more items amongst the items mentioned in sr no. (i) of the table under "A - procurement entitlements head" from their department, whereas, the officer is entitled only for one item out of these items. However, in case, the entitled officer intends to get more than one item amongst the items mentioned in the Sr. No. (i) of the table then the cost of item would have to be borne by the concerned officer from his/her own pocket. Relevant extract copy of the policy is enclosed herewith at Annexure 'X' for ready reference.

The above directions may be brought to the notice of all the concerned for strict compliance.

  
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) 2714001, Sr.Ad.O: 2748142, Fax:0172-2777302  
E-mail: guptaankur@gov.in, Website.www.haryanait.nic.in

Extract from policy No. 3/20/2000/3SIT/2769 dated 6.10.2015.

A. Procurement entitlements:

Sr. No.	Item	Entitled categories	Table	
			Existing Limited	Financial 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-1 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/-
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>UPS will be procured only with the Desktops.</li> <li>The above price limits are inclusive of all taxes, peripherals and the AMC, Wherever applicable.</li> </ol>				