



हरियाणा शहरी विकास प्राधिकरण
HARYANA SHEHRI VIKAS PRADHIKARAN

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To

- 1 All field offices of HSVP in the State.
- 2 All the Head of Branches of HSVP (HQ).

Memo No. EA-Misc.-2025/ 30422

Dated: 28/11/25

Subject: - Issuance of notifications/rules/instructions for the proper implementation of provisions of the Bhartiya Nagrik Suraksha Sanhita, 2023.

Refer on the subject cited above.

Please find enclosed herewith the copy of instructions issued by the Chief Secretary to Govt. of Haryana vide their office memo No. DA/CS/155403 dated 20.12.2024 in which directed that to comply with the Section 218 (1) of BNSS in its true letter and spirit and take a decision on the request for prosecution sanction within a period of 120 days from the date of receipt of request. Further, the provisions of Bharatiya Nagarik Suraksha Sanhita, 2023, Bharatiya Nyaya Sanhita, 2023 and Bharatiya Sakshya Adhinyam, 2023 be complied with strictly.

These instructions may be brought to the notice of all concerned for strict compliance. Any violation thereof will be viewed seriously by the Government.

DA/As above.

Superintendent (E),
for Chief Administrator, HSVP,
Panchkula.

MOST URGENT
TIME BOUND

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

Dated, Chandigarh the 20th December, 2024

Rk. mix
R. buty today
W/O
3/17/24
E/S
Diary No. 794
Date 01/01/2025
S. K. (HO) Pachhila

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 4th week of December, 2024 to 31st 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,

Sanjeev K
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 4th 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 4th week of December, 2024 to 31st 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 as designed by NIC which will be shared later on. 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 01st January, 2025 to 31st 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-I

Role 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.

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

1. 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)
2. List the numbers of outstation offices where the cleanliness campaign was taken up _____
3. List the sites where mechanized cleaning practices have been adopted, if any _____
4. Any other Initiative _____

**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. 3/20/2000/35IT/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%	
	Bill Value	Illustrative Residual Value				
	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%
	Bill Value	Illustrative Residual Value				
	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 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	of the of	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.