

**Department of Digital Technologies & Governance  
Government of Himachal Pradesh**

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**No. DIT-F011/2/2020-IT SECTION-GoHP (E-17304)-30**

**Dated: 5<sup>th</sup> August, 2025**

**NOTIFICATION**

**Subject:- Policy & Guidelines for Condemnation of Obsolete/ Unusable IT/Electronic Equipment of Himachal Pradesh.**

Various Government Departments, Boards, Corporations, Organizations, and other bodies under the Government of Himachal Pradesh frequently refer matters related to the declaration of unserviceable electronic/IT equipment and subsidiary items as obsolete to this Department, recognizing it as the Nodal Department for IT and Electronics. However, in the absence of a defined Policy in this regard, the Department of Digital Technologies and Governance has not been in a position to provide a standard document or procedure for declaring IT/Electronic items as obsolete and unserviceable.

To address this gap, a Committee of Experts was constituted by the Department of Digital Technologies and Governance, to examine and determine the recommended lifespan of various categories of IT/Electronic equipment used across Government Departments, Boards, Corporations, and Organizations. This includes peripherals and subsidiary equipment such as servers, storage devices, routers, switches, desktops, printers, UPS systems, etc.

Based on the committee's recommendations and the observations above, the policy/guidelines for the condemnation of Obsolete/ Unusable IT/ Electronic equipment have been formulated and are hereby notified at Annexure A. These guidelines shall be applicable to all Government Departments, Boards, Corporations, and Organizations under the Government of Himachal Pradesh, all Autonomous Bodies, Local Bodies and all Public Sector Undertakings (PSUs) under the Government of Himachal Pradesh.

This issue with the approval of Government of Himachal Pradesh.



**--By Order--  
Secretary (DT&G) to the  
Government of Himachal Pradesh.**

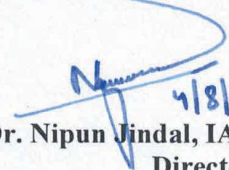


Endst. No. As above

Dated: 5<sup>th</sup> August, 2025

Copy for information to:-

1. All the Administrative Secretaries to the Government of Himachal Pradesh
2. All the Head of the Departments to the Government of Himachal Pradesh
3. All the Divisional Commissioners, Himachal Pradesh
4. All the Deputy Commissioners, Himachal Pradesh
5. All the Managing Director/Chairman, Boards/Corporations/Organizations of Himachal Pradesh.

  
(Dr. Nipun Jindal, IAS)  
Director,  
Department of Digital Technologies & Governance,  
Himachal Pradesh







**ANNEXURE A**

**Policy & Guidelines**

**For**

**Condemnation of Obsolete/ Unusable IT/ Electronic Equipment  
In Himachal Pradesh**

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## 1. INTRODUCTION

While there has been increasing growth of ICT infrastructure in all Government Departments and greater reliance on ICT for office automation in the daily functioning of Government offices, there has also been a rising number of ICT products/equipment in Government offices across the State that are either becoming non-repairable, beyond economical repair, or technologically obsolete.

This policy applies to the condemnation of obsolete, e-waste, and unusable IT and electronic equipment by Himachal Pradesh State Government Departments and ensures that an appropriate level of discipline and compliance with legal or policy requirements is applied across the State.

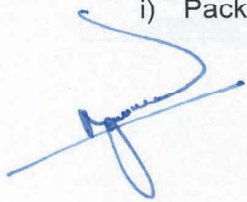
These guidelines are applicable to:

- a) All Government Departments under the Government of Himachal Pradesh
- b) All Autonomous Bodies/Local Bodies under the Government of Himachal Pradesh
- c) All PSUs under the Government of Himachal Pradesh

## 2. ICT PRODUCTS/EQUIPMENT

ICT Products/Equipment includes the following items:

- a) Personal Computers
- b) Servers
- c) Laptops
- d) Printers
- e) Scanners
- f) UPSs
- g) Data Communication Equipment
- h) Dumb Terminals
- i) Package Software





- j) Photocopier/Xerox Machines
- k) Network Equipment
- l) Handheld/Portable Devices
- m) Other Electronic Items

The above list is not exhaustive and is subject to the interpretation/approval of the concerned Department.

### 3. CLASSIFICATION OF ICT EQUIPMENT AND LIFESPAN

A number of unusable, irreparable, or redundant IT and electronic equipment are lying in the stores of various Government Departments of Himachal Pradesh, on account of outdated technology and non-usability. These items may either already be obsolete or on the verge of obsolescence and, hence, being part of electronic waste, need to be declared obsolete.

In this context, the Ministry of Electronics & Information Technology (MeitY), Government of India, vide DO No. 7(1)/2022-CSD dated 18.10.2022, has also pointed out that the use of out-of-date operating systems and IT equipment must be discontinued as it makes sensitive government IT systems susceptible to cyberattacks.

Depending upon the nature, intensity of usage, maintenance cost, serviceability, technological obsolescence, and technological upgrades, the ICT products/Equipment are classified into the following categories for the purpose of condemnation:

| Category   | Items   | Life for Disposal / End of Life   |
|--|---|---|
| I. Immediate Obsolescence / Use-and-Throw Products | <ul style="list-style-type: none"> <li>• Printing Consumables (Ink, Toners, Cartridges)</li> <li>• DVDs, CDs, Floppies</li> <li>• UPS Batteries</li> <li>• Digital Audio Tapes (DAT)</li> <li>• Linear Tape Open (LTO)</li> </ul> | No residual value determined. However, proper inventories of purchase, issue and final use/Condemnation etc. would be maintained in order to keep an accounting system. |



|  |  |          |
|--|--|----------|
| II. Fast<br>Obsolescence /<br>Low Life<br>Products       | <ul style="list-style-type: none"> <li>• Laptops, Notebooks, Ultrabooks, Tablets, Phablets, Chromebooks, Notepads, Convertibles</li> <li>• Mobile Phones</li> <li>• Pen Drives</li> <li>• External HDDs</li> </ul>   | 5 Years  |
| III. Medium<br>Obsolescence /<br>Medium Life<br>Products | <ul style="list-style-type: none"> <li>• Servers, Desktops</li> <li>• Printers, Scanners, Copiers</li> <li>• MFDs</li> <li>• Typewriters</li> <li>• Cameras</li> <li>• Projectors</li> <li>• VC Setups</li> <li>• UPS</li> <li>• Networking items</li> </ul> | 7 Years  |
| IV. Slow<br>Obsolescence /<br>Long Life<br>Products      | <ul style="list-style-type: none"> <li>• FAX, EPABX</li> <li>• Attendance Systems</li> <li>• Cameras, DVD Players</li> <li>• TVs (LCD/LED)</li> <li>• Other Electronics</li> </ul>   | 10 years |

3.1 The table describes only the average life of the equipment; however, all items (except those under Category I) can be used beyond the specified lifespan as long as they continue to serve their intended purpose. The above lifespans are indicative. Equipment may be used beyond these periods if they remain functional and meet operational requirements.

3.2 IT Hardware and Electronics items that have been damaged beyond repair due to fire or any other reason beyond human control can also be termed as Physically damaged and thus declared as obsolete.

3.3 Upon completion of the productive life period, items may be replaced with equipment of the latest configurations, if required.

#### 4. MODE AND PROCEDURE OF CONDEMNATION

4.1 All concerned Departments, Autonomous Bodies/Local Bodies, and PSUs under the Government of Himachal Pradesh wishing to dispose of ICT-

related products/equipment shall constitute a committee as per Rule-145 for the Disposal of Goods, as per HPFR 2009 or as amended from time to time.

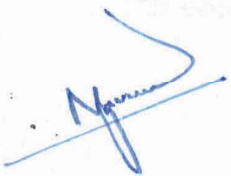
4.2 The committee shall assess equipment based on physical condition and functionality, repair and maintenance history, technological obsolescence, cost-effectiveness of repairs, security risks associated with outdated systems and hold detailed deliberations on the Equipment details (make, model, serial number), date of procurement and usage history and undertake condemnation only after detailed justification.

4.3 The disposal of condemned items shall be carried out only through the registered and authorized e-waste recyclers by the Pollution Control Board or their authorized collection centres through the process of auction as prescribed in HPFR and other Government instructions.

## **5. DATA SECURITY AND SANITIZATION REQUIREMENTS PRIOR TO DISPOSAL**

Below are the detailed instructions and requirements to ensure no data retention on the devices/ eWaste / Unusable IT & Electronics equipment, before disposal:

- a) Ensure backup of all necessary data from the device/storage and validate the integrity of the backup.
- b) Remove any configurations or software specific to the organization's operations from servers/storage and network devices.
- c) Wipe all data and configurations on the device using industry-standard data destruction methods.
- d) Use reputable data destruction software, ensuring the software is configured to perform multiple passes of data wiping.
- e) Store the data in a secure environment until the data wiping process is completed.
- f) If software-based wiping is insufficient or not feasible, perform physical destruction of the hard drives.
- g) Follow environmental and safety guidelines for hardware destruction.



- h) After the data wiping process, conduct a thorough verification to ensure that all data and configurations have been securely wiped.



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