



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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(Through Website)

No.CDAGUW/IT&SW/27/Hard/2021

Dated: 27.10.2021

To

All Sections of Main Office  
CDA, Guwahati

**Subject : Maintenance of Computer Hardwares and peripherals -reg.**

It is being informed to all the concerned that the circuit and chips and other components inside the computer are very sensitive. Following precautions may be taken for better performance and to avoid system crash.

1. Don't click on short links system connected through internet.
2. Don't open attachments (executable) in email.
3. Don't blindly click on links in browsers or emails.
4. Don't fill computer hard drive to optimum capacity.
5. Don't download unknown software or unwanted material which are not related to office use.
6. Do install windows updates as they arrive specially i5/i7 systems. Don't switch off while systems are updating.
7. Keep food and drinks away from the computer as best you can.
8. Keep the computer in a clean environment and dust free.
9. At the end of day, follow the correct way to turn-off computer. Force shut down may be avoided.
10. It is advised to backup your important data and store elsewhere so that it may be used to restore the original after a data loss due to system crash. Any loss of data during system crash, the IT&S is not responsible.

It is therefore requested to maintain the above said precautions to keep computer safe, secure and speedy. If any technical problem related to computer hardwares and peripheral will be faced by sections of main office, CDA, Guwahati, then all concerned are requested to lodge/register complaints to IT&S of M.O in complaint register.

*Sutachin Kayal*  
27/10/2021  
Asstt. Accounts Officer  
(IT&S)