



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

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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CDA/GAU/ITSW/27/HARD

Date: 13/03/2020

CIRCULAR No. - 42

Subject: Requirement of PCs, Printer and accessories.

It is being informed to all offices /sections in MO that, a review of requirement PCs, Printers and other peripherals may be done in respective offices/sections and a consolidated demand may be forwarded to this office for consideration of the competent authority and further procurement action.

The demand for Hardware may be done as per the scales laid down for PCs and printers as stated below:

PCs: IDAS to AAO	= 1 : 1
Staff	
- Working on Network based project)	= 1 : 1
- Working on non-Network projects	= 2 : 1

Printers:

Since printers can be used in sharing basis in internet and intranet networking system, maximum utilisation may be done on sharing basis and where sharing not feasible standalone printer may be used.

Further, PCs and peripherals which were not in working condition and has become obsolete, BER, End of life, Technology out-dated may be declared **BER** through board proceeding and proceedings may be forwarded to this office for acceptance of competent authority.

Consolidated demand of Hardware may be forwarded to this office before **27/03/2020** in the format **Annexure-A** attached and as per the scales mentioned above for our further action please.


(Dr. K Lalbiakchhunga, IDAS)
DCDA

Distribution:

1. All Sections of MO CDA Guwahati
2. AAO Shillong/PAO(Ors) 58 GTC/ PAO (Ors) ARC Shillong
3. All AO GEs/AAO BSO
4. All ALAOs/DEOs

(M H Laskar)
SAO (IT SW)

Annexure-A

Demand for hardware

Name of Office:

Strength of Officer (IDAS to AAO)	Strength of Staff	Existing Hardware		BER if any		Demand			Remarks
		PCs(in nos) with spec	Printers (in nos) with make and model	PCs	Printers	PCs	Printers	Other Peripherals	

Signature of office incharge