



THROUGH WEBSITE/TTB

	<p>भारत सरकार रक्षा मंत्रालय रक्षा लेखा नियंत्रक, गुवाहाटी GOVERNMENT OF INDIA MINISTRY OF DEFENCE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI UDAYAN VIHAR, NARANGI GUWAHATI- 781171 Mail: <a href="mailto:cda-guw@nic.in">cda-guw@nic.in</a></p>	
Tel. 0361-2640394/2641142		Fax. 0361-2640204/2640810/2641143

सं./No: GAU/EDP/HARD/27/VOL-IX

दिनांक/Date: 15-03-2019

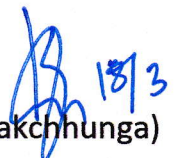
To,  
The Officer-in-charge  
All Section of Main Office  
All Sub Office under CDA Guwahati

Sub: **Annual Stock taking of Computers and Peripherals**

To enable this office to take present stock of the Computers and Peripherals and its status. Information may please be provided as per annexure attached in excel format.

Please accord priority to send the report to this office mail address [cda-guw@nic.in](mailto:cda-guw@nic.in) latest by 31st March 2019.

Encls: 1. Annexure - I  
2. Annexure - II

  
(K Lalbiakchhunga)  
GO(EDP)

Office Name: \_\_\_\_\_

**DETAILS OF COMPUTERS/SERVERS/PRINTERS**

**Annexure-I**

Sl No.	Description of Hardware	Make	Configuration	Installation Date	Serial No.	Serviceable/Unserviceable
1.						
2.						

**DETAILS OF PERIPHERALS**

**Annexure-II**

Sl No.	Description of Hardware	MAKE	No of Items	Configuration	Serial No.	Serviceable/Unserviceable
	External HDD					
	Scanner					
	Modem					
	Router					
	CD/DVD Writer					

**NB: The annexure should be forwarded in .xls format**

**AAO/IAO/SAO**