



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

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

ई-मेल/e-mail:cda-guw@.nic.in फैक्स/FAX:0361-2640204 फोन/Ph: 0361-2640394, 2641142.



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Circular No - 90

To

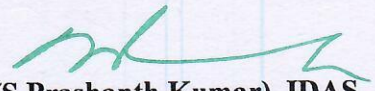
The Officer In-charge
All Sub-Offices
All sections (Local)

Subject: - General Guidelines of replacement of Printer Cartridges - reg.

It has been observed that the printer Cartridges across various sections and Sub-offices under CDA Guwahati organization are being replaced frequently without optimal utilization of existing stock resulting in increased procurement cost over the last financial year. In this regard a detailed analysis has been carried out by this section on the random selection of 03 number of HP 137A toner to find out the root causes and preventive measurements to mitigate the issues. The same is enclosed as **Annexure 'A'**.

All end users are requested to strictly adhere to the advice to achieve optimum performance of Government resources.

The circular may please be noted by all end users.


(S Prashanth Kumar), IDAS
ACDA (IT & SW)

Cartridge Consumption/Utilisation analysis Report

- **Basis:** Random selection of 03 number of HP 137A cartridge having serial number 0016845211-4K12, 0016846364-5I13 and 0016843561-5C28 which were returned by the user section as used cartridges.
- **Purpose:** To check the leftover ink in the returned toners.
- **Method:** These cartridges are extensively used after normalization of ink level through clean and shake. Additional 50 pages printout from each cartridge was taken.
- **Core Issue:** Cartridges are returned prematurely, leading to significant financial wastage.
- **Financial Baseline:** Each cartridge costs ₹4,000 (approx.) with a rated capacity of 1,000 pages (Cost per page = ₹4.00), therefore $\text{Rs. } 50 \times 3 \times 4 = \text{Rs. } 600/-$ was preventable waste in the sample case scenario.

Key Findings & Root Causes

- **Premature Replacement:** Staff replace cartridges at the first "low toner" warning, ignoring remaining capacity.
- **Page Coverage:** High-density printing (logos, bold text, images) reduces the 1,000-page baseline.

Action Plan & Recommendations

- **Mandatory Shake Rule:** Staff must gently shake the cartridge to redistribute toner before replacement.

Standard Operating Procedure (SOP) for Replacement

No replacement cartridge will be issued by IT & SW unless the following steps are completed:

- **Verify Actual Depletion:** Do not replace the cartridge at the first "Low Toner" warning.
- **The "Shake" Protocol:** When printing fades, remove the cartridge and gently shake it side-to-side 5–6 times to redistribute remaining toner. Reinsert and use until printing becomes consistently illegible.
- **Generate Configuration Report:** The user must print the printer's "Status Page" or "Usage Page" showing the total page count before removing the old unit.
- **One-for-One Exchange:** The depleted cartridge must be physically returned to the Stores Department alongside the printed status page to receive a new one.

3. Cartridges performance

- **Optimal Performance (85% - 100%):** 850+ pages printed. Seamless automated replacement.
- **Sub-Optimal Performance (50% - 84%):** 500–849 pages printed.
- **Critical Waste (Below 50%):** Under 500 pages printed.


(M.H Laskar)
Sr. AO (IT & SW)